

CPPS USER MANUAL AND GLOSSARY PERSONNEL ACTIONS



Colorado Department of Personnel & Administration

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Support

Support for CPPS can be received from Central Payroll at 303-866-5804. You can also send an email to hr.support@state.co.us.

Security

Information on Security and User Log On will be provided at mandatory training. Contact hr.support@state.co.us for more information.

NAVIGATING THE SYSTEM

Navigating the System in GGCC (the ‘Green Screens’)

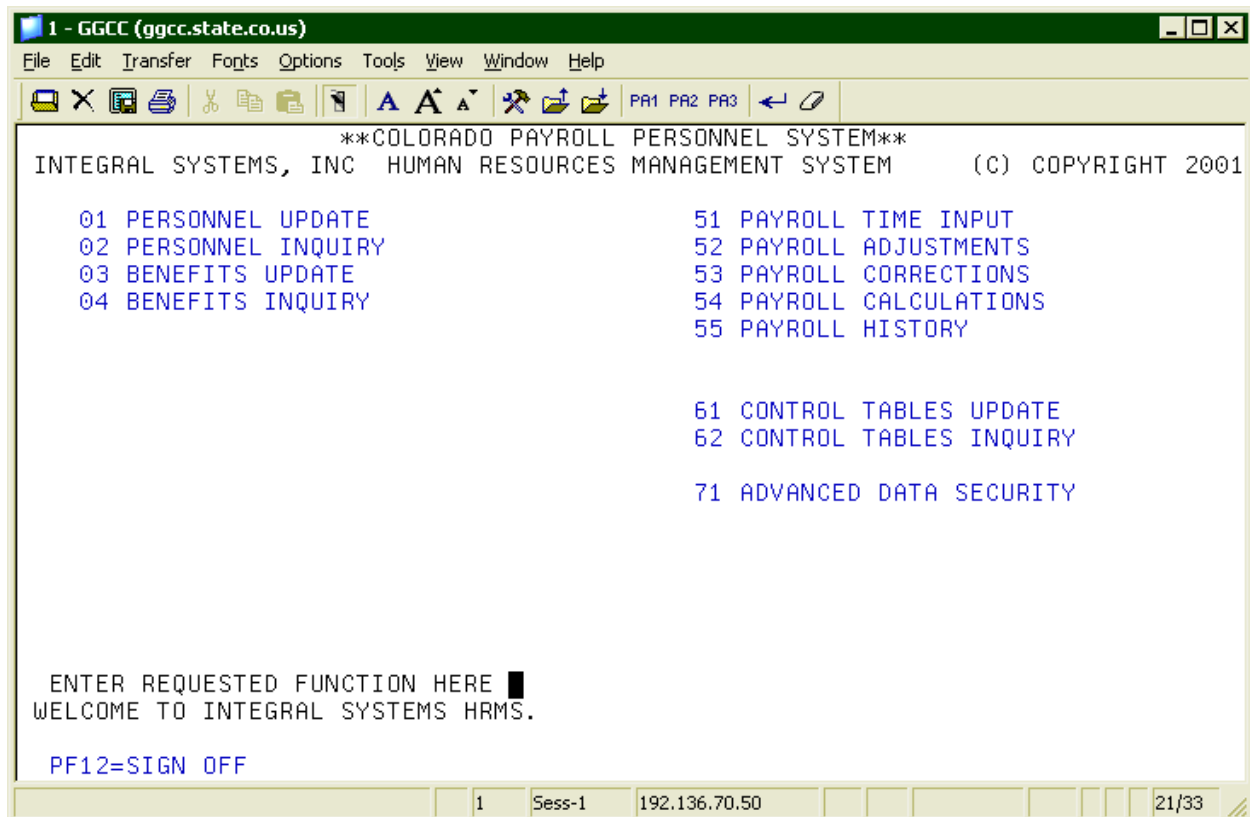
CPPS Main Function Menu

This screen lists all the functions in the system including Personnel Update, Benefits Update, and Payroll Adjustments. It is also the screen for signing on to the system. To access one of the functions enter the function number at the prompt at the bottom of the screen. A function number may be entered at the same time as the Operator ID and Password are entered when signing on.

Main Menu Function keys

PF5 – Change Password (available at sign in)

PF12 – Sign Off the System



Personnel Update Menu

This screen lists the transactions for updating employee records. Most of the transactions are used to directly access specific data for the employee, such as Transaction 4 for Job Assignments. The title of the transaction indicates the kind of data it accesses.

Some transactions behave differently. Transactions 1 and 2 are both workflow transactions, meaning they chain several screens together for the user to enter or update data on an employee. *When final, insert the list of screens to which each of these transactions chain.*

Transaction 10 is for transferring an employee to another payroll organization.

Transaction 29 is for Recent Job History Corrections.

Transactions 30 and 31 are used to search for employees by name or ID number.

Insert a list here of the transactions with brief descriptions or their titles

01
02
03 Personnel Action Data,
04 Job Assignments,
05 Personal Data,
06 Alternate Address,
07 Payroll and Tax Data,
09 Job Performance Data,
10 Employee Transfer/ID Change,
11
12
13
14
15
16
17
18
22
23
29
30
31

To use a transaction on this menu enter the transaction number, the employee, and the org. The employee can be entered as either the name or the ID. Entering the starting letters in the name is sufficient. If that does not uniquely identified an employee then a list of all employees matching the string will be displayed for the user to then select the employee. Names are formatted as Last,First MI.

For transaction 4, supplying a job number on the transactions menu will access that specific job assignment; otherwise it presents the first job for the employee.

Personnel Update Menu Function keys

F11 – Return to the Main Function Menu

F12 – Sign Off the System

1 - GGCC (ggcc.state.co.us)

File Edit Transfer Fonts Options Tools View Window Help

PERSONNEL ***PERSONNEL UPDATE MENU*** PERU000

TRANS	-----DESCRIPTION-----	TRANS	-----DESCRIPTION-----
000	PERSONNEL MENU	011	EDUCATIONAL BACKGROUND
001	EMPL NEW HIRE WORKFLOW	012	WORK EXPERIENCE
002	EMPL ACTION CHANGE WORKFLOW	013	LANGUAGES AND SKILLS
		014	LICENSES AND HONORS
003	PERSONNEL ACTION DATA	015	HEALTH AND SAFETY DATA
004	JOB ASSIGNMENTS	016	LABOR RELATIONS
005	PERSONAL DATA	017	GRIEVANCES
006	ALTERNATE ADDRESS	018	DISCIPLINARY ACTIONS
007	PAYROLL AND TAX DATA: U.S.	022	WAGE ATTACHMENTS
		023	PAYMENT DISPOSITION DATA
009	JOB PERFORMANCE DATA	029	RECENT JOB HISTORY CORRECTION
010	EMPLOYEE TRANSFER/ID CHANGE	030	NAME SEARCH
		031	SSN/SIN/EMPLOYEE ID SEARCH

WELCOME TO INTEGRAL SYSTEMS HRMS.

TRANS 4 EMPL tester,l JOB 1 ORG aaa QTR

PF11=FUNC MENU PF12=SIGN OFF

1 Sess-1 192.136.70.50 23/78

Personnel Update Screens

Most of the Personnel Update screens work similarly and have the same function keys. After accessing the desired screen there will be a message at the bottom of the screen, "ENTER YOUR CHANGES.". Key in the data for the update and press Enter. The text color will change and a new message is displayed at the bottom of the screen. If there are no errors the message will be "REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION." Press Enter again to confirm the change. The system will then return to the Personnel Update Menu or, for workflow transactions, the system will display the next data screen in the series for the employee.

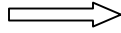
If there are errors on the data screen when the Enter key is pressed there will be a message to indicate the type of error and the cursor will be placed at the first field with an error. The PF1 function key can be used to access online help. Correct the data and press Enter.

Personnel Function



Update keys

PF Keys



PF1 = Help Text. This accesses the help system to display information about the data screen and its fields. The position of the cursor when PF1 is pressed determines which help text is displayed:

- If the cursor is in a field, the System displays a description of the field.
- If the cursor is on the message line, the System displays a list of online messages, in alphabetical order, plus the probable cause and the recommended action to take.
- If the cursor is on the PF key line, the System displays a description of the PF/PA keys available for the function being used.
- If the cursor is on the top line of the screen, the System displays a description of the screen.
- If the cursor is in any other location on the screen, the System displays the List of manuals for the function being used

PA1 = Restart. Press this key to fill all updateable fields with blanks or zeros.

PA2 = Cancel. Press this key to cancel the transaction and return to the transaction menu.

PF2 = Page Back. Press this key to page back in Job Assignments.

PF3 = Page Forward. Press this key to page forward in Job Assignments.

PF4 = Unprotect. When the Enter key has been pressed and a confirmation or error message appears on the screen only the fields in error are still editable. Press this key to unprotect the data and return the cursor to the first updateable field.

PF5 = Delete. For Job Assignments press this key to delete the job assignment. Press PF5 again to confirm.

PF7 = Personnel Inquiry. On the employee data screens, press this key to toggle to the inquiry screen of the Personnel Action Data for the employee.

PF7 = Prior Page. Press this key in the name or ID search screens to display the previous page of information.

PF8 = Table Inquiry. On the employee data screens, press this key to toggle to the Control Tables Inquiry menu.

PF8 = Next Page. Press this key in the name or ID search screens to display the next page of information.

PF9 = Det Edits. On the employee data screens, press this key to display the acceptable values and other information about the field on which the cursor is located.

PF9 = First Page. On the name or ID search screens, press this key to display the first page of information.

PF10 = Databeam. Press this key to pass data from the location of the cursor on the current screen to the calling screen. For example, if the PF9 key has been used to display a values list for a field on an update screen, then placing the cursor on the desired value and pressing PF10 will copy the selected value back to the data update screen.

PF11 = Func Menu. Press this key to cancel the current transaction, if any, and return to the Function Menu.

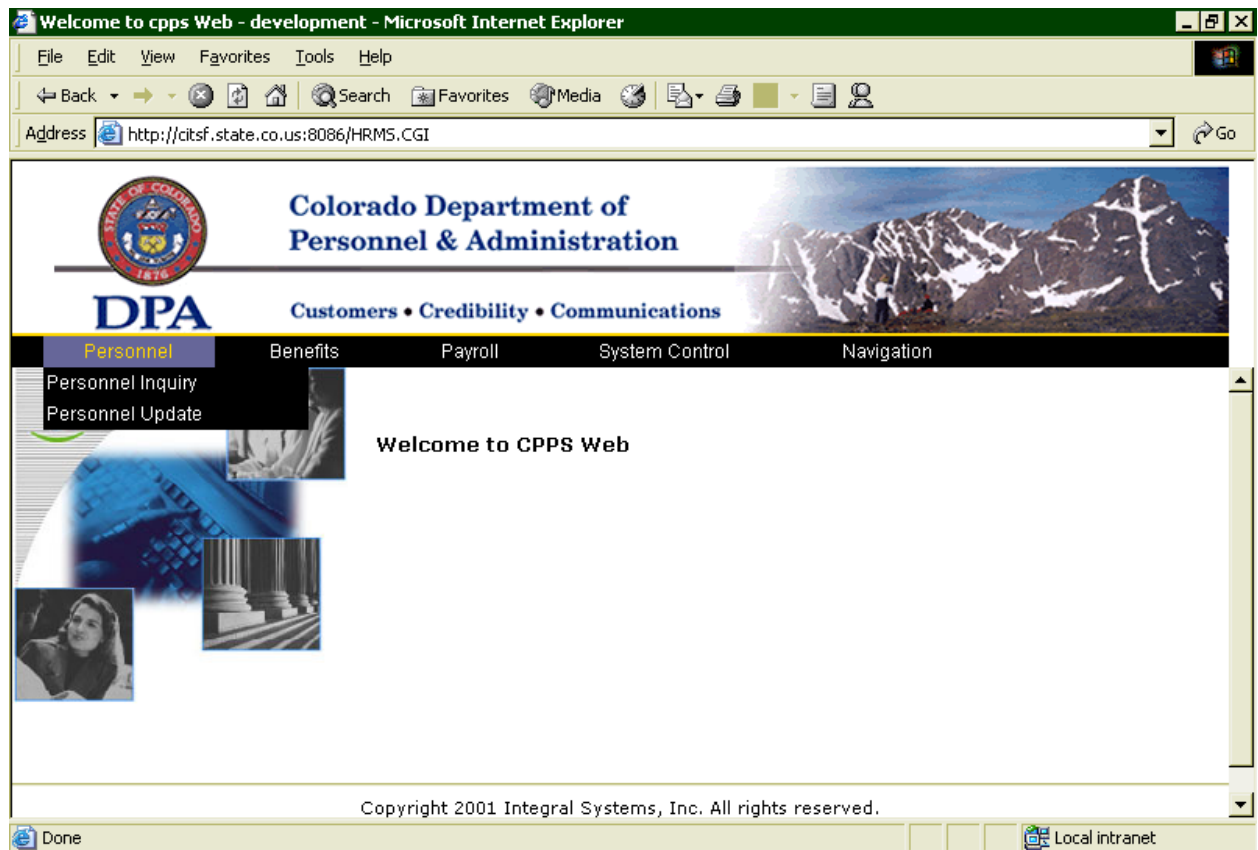
PF12 = Sign Off. Press this key to cancel the current transaction, if any, and Sign Off the system.

Navigating the System on the Web

CPPS Main Function Menu and Messages

This screen displays a welcome and other messages for users. It has a menu bar with drop down selection lists for Personnel, Benefits, Payroll, System Control, and Navigation. This menu bar is available on all the screens in the system. Moving the mouse over the headings displays the menu for the functional area. Click on a function in the drop down list to select it.

The Navigation menu contains the log off selection and a Home selection to return to the welcome and message screen.



Personnel Update Menu

This screen lists the transactions for updating employee records. Most of the transactions are used to directly access specific data for the employee, such as Job Assignments. The title of the transaction indicates the kind of data it accesses.

Some transactions behave differently. There are two workflow transactions, meaning they chain several screens together for the user to enter or update data on an employee. There also is a transaction for transferring an employee to another payroll organization and another to do Recent Job History Corrections.

There are two transactions used to search for employees by name or ID number.

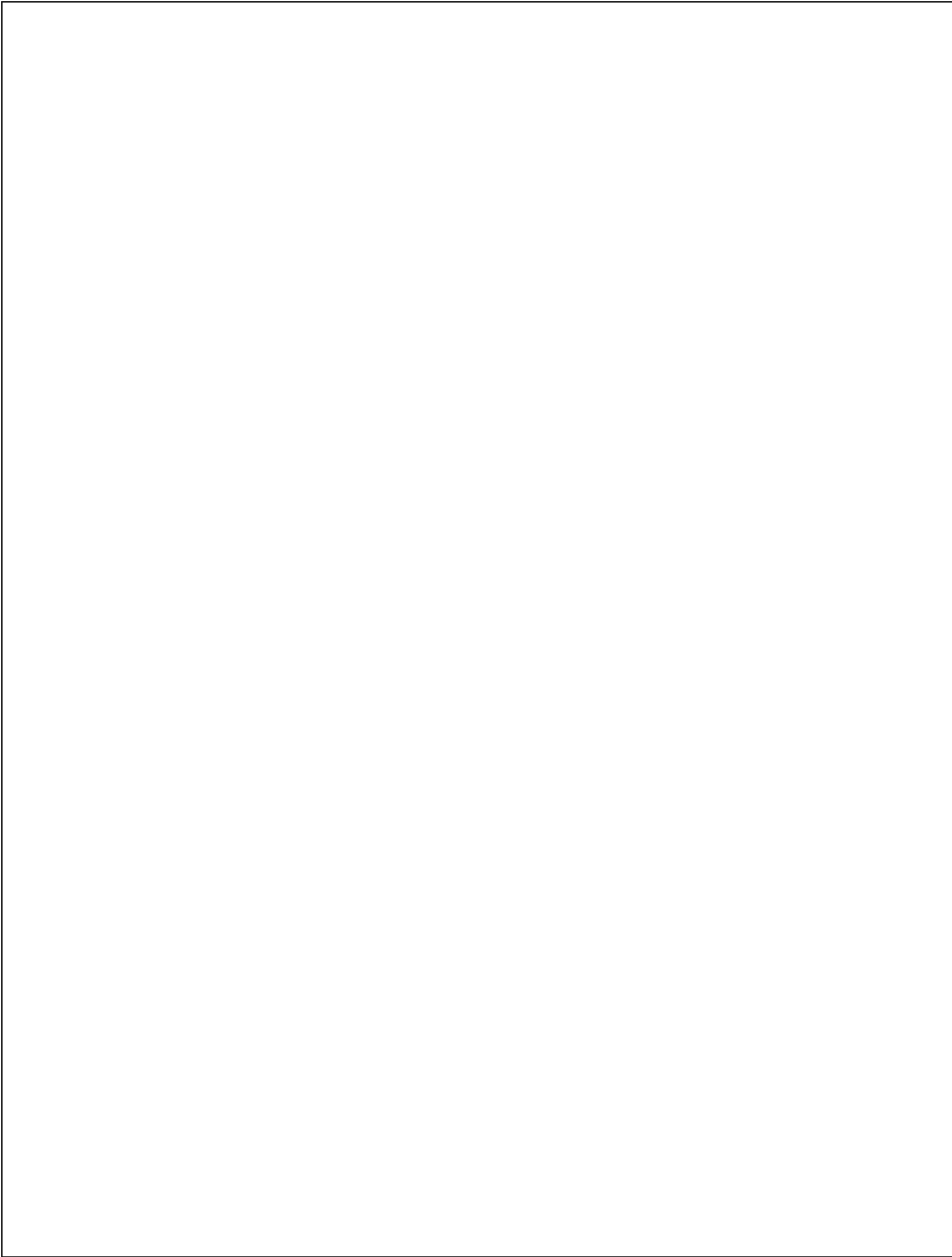
To use a transaction on this menu enter the employee and the org and then click on the transaction. For Job Assignments, supplying a job number will access that specific job assignment, otherwise it presents the first job for the employee.

The employee can be entered as either the name or the ID. Entering the starting letters in the name is sufficient. If that does not uniquely identified an employee then a list of all employees matching the string will be displayed for the user to then select the employee. Names are formatted as Last Name,First Name MI.

The screenshot shows a web browser window titled "Welcome to cpps Web - development - Microsoft Internet Explorer". The address bar shows "http://citsf.state.co.us:8086/HRMS.CGI". The page header features the Colorado Department of Personnel & Administration (DPA) logo and the text "Customers • Credibility • Communications". Below the header is a navigation bar with links: Personnel, Benefits, Payroll, System Control, and Navigation. The main content area is titled "Personnel Update Menu" and contains a list of transactions arranged in two columns:

Initial Personnel Action Form	Educational Background
Personnel Action Form Change	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Labor Relations
Payroll and Tax Data: U.S.	Grievances
Payroll and Tax Data: Canada	Disciplinary Actions
Job Performance Data	Wage Attachments
Employee Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

Below the list of transactions, there are input fields for "Employee" (containing "tester,l"), "Organization ID" (containing "aaa"), "Job" (empty), and "Quarter" (empty). At the bottom of the page, there is a status bar showing "javascript:form_sub('04');" and "Local intranet".



FUNCTION KEYS

Personnel Update Function Keys

Personnel Inquiry Function keys

ONLINE HELP

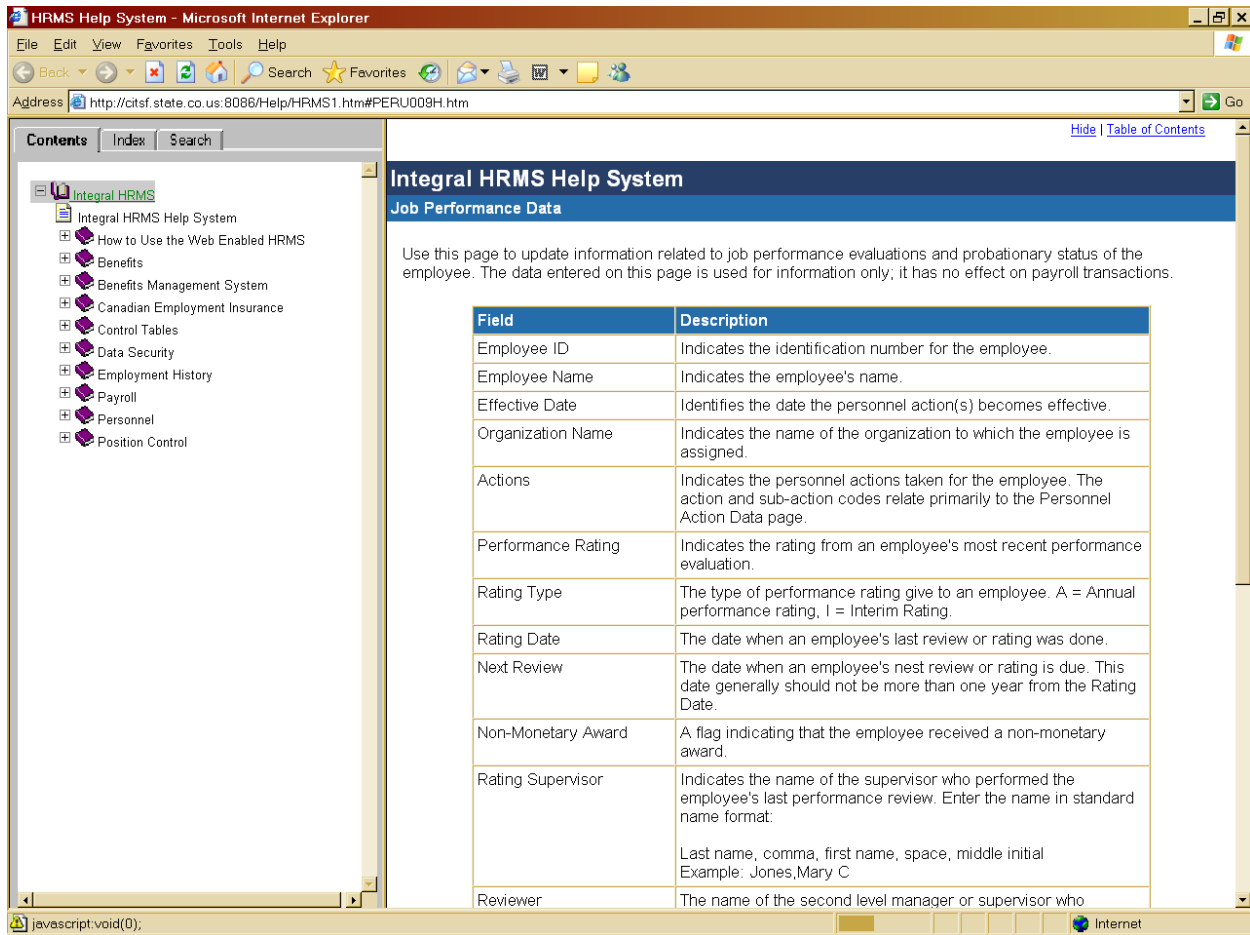
Explain

All the update and inquiry screens in Personnel, Position Control, and Benefits have a button with a question mark, as do the Payroll function screens and the Control Table Inquiry screens. Clicking on this button opens a new web browser window that displays the help page for the update or inquiry screen in question. The help screens typically have a description about each of the fields on the screen and some statement about the purpose of the screen.

The screenshot shows a Microsoft Internet Explorer browser window displaying the 'Integral HRMS Help System' page for 'Job Performance Data'. The page title is 'Job Performance Data - Microsoft Internet Explorer'. The address bar shows 'http://citsf.state.co.us:8086/Help/PERU009H.htm'. The page content includes a 'Table of Contents' link in the top right corner. Below the title, there is a paragraph explaining the purpose of the page: 'Use this page to update information related to job performance evaluations and probationary status of the employee. The data entered on this page is used for information only; it has no effect on payroll transactions.' Below this paragraph is a table with two columns: 'Field' and 'Description'. The table lists various fields and their descriptions, including Employee ID, Employee Name, Effective Date, Organization Name, Actions, Performance Rating, Rating Type, Rating Date, Next Review, Non-Monetary Award, Rating Supervisor, Reviewer, Position Number, Probation/Employee Status, Probation Class, and Probation/Status Begin Date.

Field	Description
Employee ID	Indicates the identification number for the employee.
Employee Name	Indicates the employee's name.
Effective Date	Identifies the date the personnel action(s) becomes effective.
Organization Name	Indicates the name of the organization to which the employee is assigned.
Actions	Indicates the personnel actions taken for the employee. The action and sub-action codes relate primarily to the Personnel Action Data page.
Performance Rating	Indicates the rating from an employee's most recent performance evaluation.
Rating Type	The type of performance rating give to an employee. A = Annual performance rating, I = Interim Rating.
Rating Date	The date when an employee's last review or rating was done.
Next Review	The date when an employee's nest review or rating is due. This date generally should not be more than one year from the Rating Date.
Non-Monetary Award	A flag indicating that the employee received a non-monetary award.
Rating Supervisor	Indicates the name of the supervisor who performed the employee's last performance review. Enter the name in standard name format: Last name, comma, first name, space, middle initial Example: Jones,Mary C
Reviewer	The name of the second level manager or supervisor who approved the rating for the employee.
Position Number	A unique identifying number assigned to each individual position within a payroll organization.
Probation/Employee Status	A code that designates the rights and privileges granted to an employee.
Probation Class	Identifies the Job Class for the Probation Status.
Probation/Status Begin Date	The effective date of the current Probation/Employee Status for the employee.

In the upper right corner of the page is a link labeled "Table of Contents". Clicking on that link displays the help system navigation in a new frame on the left. The table of contents is organized in a structure that let's the user expand or collapse sections by clicking on + and – links next to the section title. Use this navigation to look up information about different areas of CPPS.



To return to the original update or inquiry screen close the help window by clicking on the web browser's close window button or menu choice.

Data beam

Click this to pass the selected data to the calling screen. For example, if a field label has been clicked to display a values list for a field on an update screen, then clicking 'Databeam' on the desired value will copy the selected value back to the data update screen.

PERSONNEL ACTIONS

Action Code List

Actions and Action Reporting Subtypes

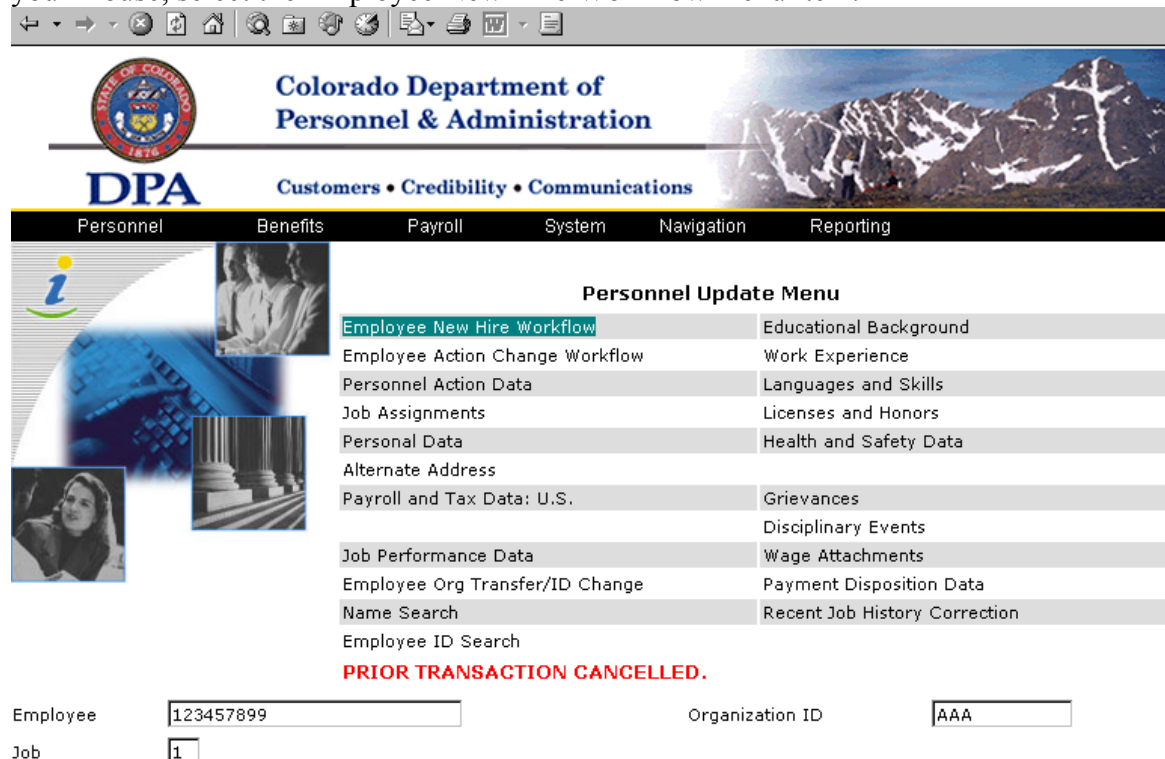
Action	Action Reporting Subtypes
1 - New Hire	
2 - Leave of absence with full/partial pay or benefits	
3 - Leave of absence without pay	
4 - Return from leave of absence	
5 - Separation	
6 - Promotion	FA - Reappointment FB - Reallocation/Reclassification PN - System Maintenance Study
7 - Job reclassification	PN - System Maintenance Study
8 - Demotion	FA - Reappointment FB - Reallocation/Reclassification HA - Voluntary HB - Disciplinary Action PN - System Maintenance Study
9 - Job assignment change	GA - Vacating one of multiple positions GB - Hire to additional position
10 - Transfer	FA - Reappointment FB - Reallocation/Reclassification PN - System Maintenance Study
11 - Other data change	HB - Disciplinary Action KA - Probation/Employee Status Change KB - Adjusted Service Date Change for LWOP KC - Adjusted Service Date Change for Break in Service of 90 days or less KD - Adjusted Service Date Change for Reemployment KE - Performance Rating
12 - Data correction	LA - Pay Rate Correction LB - Appeal Correction LC - Service Date Correction
13 - Auto-assign Employee ID - Initial Employment	
14 - Rehire	NA - Reemployment NB - Reinstatement
15 - Employee Self-Service change	
80 - Pay Adjustment	HB - Disciplinary Action PA - Movement in or out of SES PB - Removal from Save Pay PC - Voluntary Reduction PD - Restore from Voluntary Reduction PE - Compression/Matching PF - Counter Offer PG - Delayed Promotional Increase PH - Delayed New Hire Increase PI - Performance Pay PJ - Professional Development PL - Restore from Disciplinary Reduction PM - Annual Compensation Survey PN - System Maintenance Study
88 - Payroll/Benefits Change	
71 - Deleted record (display-only)	
72 - Organization transfer, status O, C, T (display-	

only)	
73 - Employee ID change, status X (display-only)	

Appointment Actions

New hires can be entered into the system using the New Hire Workflow. This workflow will walk you through all of the necessary screens. Using the workflow ensures that an employee record contains all of the essential information.

In order to start the process of entering a new hire, enter the Employee ID (currently the SSN) and the payroll organization code in the appropriate fields at the bottom of the screen. Using your mouse, select the Employee New Hire Workflow menu item.



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Personnel Benefits Payroll System Navigation Reporting

Personnel Update Menu

Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	
Payroll and Tax Data: U.S.	Grievances
	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

PRIOR TRANSACTION CANCELLED.

Employee Organization ID

Job

On the next screen, you will enter the employee status date. This date will be used in a number of the following screens. If you leave it blank, it will default to the current date. Once you have entered a valid date, using your mouse, you will select Employee New Hire from under the workflow actions. This step will take you to the first screen for entry.

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Personnel Workflow Request

Employee ID: 123457899 Organization Name: PERSONNEL & ADMINISTRATION

Workflow Action

Employee New Hire

Enter Status date, and select Workflow Action.
If a Status Date is not entered, then today's date will be used.

Status Date: 07012005

Menu

The first entry screen is the Personnel Action Data screen. You will need to fill in the employee name and other pertinent data surrounding dates and status. When you enter the employee name, you will want to enter it as last name, first name then middle name or initials. **DO NOT** insert a space between the comma and the first letter of the first name.

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Personnel Action Data

ENTER TRANSACTION DATA.

Employee ID: 123457899 Employee Name: employee,sample j
Effective Date: 07012005 Organization Name: PERSONNEL & ADMINISTRATION
Actions: 01 - New Hire

Status Information

Name Suffix: Name Prefix: Status Date: 07/01/2005
Employment Status: A - Active Separation Reason: LOA Reason: Full/Part Time: F - Full-Time
Adjusted Svc Date: 07/01/2005
LOA Return Date: Regular/Temporary: R - Regular
Employee Type: E - Exempt Agency Date 1: Agency Date 2: Service Start Date: 07/01/2005
Annual Salary: Benefits Base Salary: Transaction: Employee: 123457899
Organization ID: AAA

Enter Menu Restart Unprotect Table Inq ?

The required fields for this screen are:

Employee Name. **The name must appear exactly as it does on the Social Security Card.**

Effective Date—Date the transaction is effective.

Regular/Temporary—Valid values are:

Regular

Temporary
 Full/Part Time—Valid values are:
 Full Time
 Part Time
 Employee Type—Valid values are:
 Exempt
 Non Exempt
 Pay Status—Valid values are:
 S- Salaried (Exception Time Reporting)
 H- Hourly (Positive Time Reporting)
 FLSA Status—Valid values are:
 N—Employee not covered by FLSA
 Y—Employee covered by FLSA
 4 – OT based on hrs over 40/week
 8—OT based on hrs over 8/day or 80/14days
 Department—Please see the department table for valid values.


After you have hit enter twice, CPPS automatically takes you through the rest of the screens that are required. The next screen is job assignment data:

Welcome to cpps Web - development - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print W

Address http://citsf.state.co.us:8086/HRMS.CGI

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Personnel Benefits Payroll System Navigation Reporting

Employee ID Employee Name
 Effective Date Organization Name
 Actions

Position No <input type="text" value="78400"/>	Job Class <input type="text" value="H6G3XX"/>	Class Entry Date <input type="text" value="07/01/2005"/>
Pay Rate <input type="text" value="4200.000"/>	Rate Code <input type="text" value="P - Pay period amount"/>	Grade <input type="text"/>
% Full-Time <input type="text" value="100.00"/>	Term <input type="text" value="01 - Classified Reg/FT/Monthly"/>	Pay Cycle <input type="text" value="M1 - Monthly 1"/>
Job Department <input type="text" value="AAA"/>	Time Report Code <input type="text" value="T - Exception by time; Listed"/>	Contract Date <input type="text"/>
Seasonal Indicator <input type="text"/>	Shift Indicator <input type="text"/>	Job Seniority Date <input type="text"/>
Supervisor <input type="text"/>		Adjusted Seniority Date <input type="text"/>
		Retro <input type="text"/>

Job Title	GENERAL PROFESSIONAL II		Date	
Norm F/T Hrs		Norm Hours Indicator	Retro Effective Date	
			Save Pay Date	

CERT	F	USER	Earnings	Rate/Amount	Percent	Start	Stop
DUMP ACCOUNT	Y	78400	REG	4200.000	100.00	07/01/2005	99/99/9999
					0.00		
					0.00		

Transaction: [] Employee: 123457899

Organization ID: AAA Job: 1

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

After completing the job assignments screen, the personal data screen is next:

Welcome to cpps Web - development - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print View Source

Address http://citsf.state.co.us:8086/HRMS.CGI

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Personnel Benefits Payroll System Navigation Reporting

Personal Data Form

ENTER TRANSACTION DATA. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee ID: 123457899 Employee Name: EMPLOYEE, SAMPLE J

Effective Date: 07/01/2005 Organization Name: PERSONNEL & ADMINISTRATION

Actions: 01 - New Hire

Name Suffix: Name Prefix:

Contact Data

Current Address: 1234 Your Street

City: Denver State: CO

Zip: 80239 2nd Address:

Home Phone: 3033331122

Work Phone: 3034445566 Extension:

Mail Stop: aaa Emergency Contact: former employee

Contact Relationship: spouse Contact Phone: 3033331122

Alt. Phone Number: 3034445566 Alternate Address/Email:

Personal Data

Gender: F - Female Date of Birth: 01011961

SSN/SIN: Blood Type:

Actual Marital Status: M - Married Veteran Time: 111028

Ethnicity: B - Black or African American Veteran Type: N - Non-preferred veteran

Military Status: P - National Disaster Response Personnel

Education Level: 05 - Master's degree Education Level Year: 2001

Military Discharge Date: 01012000 Citizenship/VISA: Space - U.S. Citizen

Country:

VISA Exp Date: Alien Registration Number: 00000000

Language Preference: Space - English Clock/Badge Identification:

I-9 Status: Y - I-9 form on file I-9 Expire Date: 99999999

Referral Source: Space - Not indicated

Transaction: [] Employee: 123457899

Organization ID: AAA

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

The next screen is the Alternate Address screen. If you marked the Alternate Address field, you will need to complete that information on the next screen. This is also where you will fill in any Kronos indicators.

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Personnel Benefits Payroll System Navigation Reporting

Alternate Address

ENTER TRANSACTION DATA. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee ID: 123457899 Employee Name: EMPLOYEE, SAMPLE J
Effective Date: 07/01/2005 Organization Name: PERSONNEL & ADMINISTRATION
Actions: 01 - New Hire

Alternate Mailing Address		User Fields	
Street	<input type="text"/>	Field/Date	<input type="text"/>
City	<input type="text"/>	Field/Date	<input type="text"/>
State or Province	<input type="text"/>	Level-2	<input type="text"/>
Zip/Postal Code	<input type="text"/>	Level-3	<input type="text"/>
Work Email	<input type="text"/>	Level-4	<input type="text"/>
		Level-5	<input type="text"/>
		Payrule	<input type="text"/>

Transaction: Employee: 123457899
Organization ID: AAA

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

The next screen is the Job Performance Data screen:

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Personnel Benefits Payroll System Navigation Reporting

Job Performance Data

ENTER TRANSACTION DATA. YOU MADE NO ENTRIES ON PRIOR SCREEN.

Employee ID: 123457899 Employee Name: EMPLOYEE, SAMPLE J
 Effective Date: 07/01/2005 Organization Name: PERSONNEL & ADMINISTRATION
 Actions: 01 - New Hire

Performance Data

Performance Rating: Rating Type: Rating Date: Next Review: Non-Monetary Award: Rating Supervisor: Reviewer: Employee Position Number:

Probation/Employee Status Data

Probation/Employee Status: Status Class: Prob/Status Date: Probation End Date: Comment:

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

This screen is optional and will only contain data if it applies.

The final screen in the workflow is the Benefits Enrollment screen:

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Personnel Benefits Payroll System Navigation Reporting

Benefits Enrollment

ENTER YOUR CHANGES. YOU MADE NO ENTRIES ON PRIOR SCREEN.

Employee ID: 123457899
Effective Date: 07/01/2005
Actions: 01 - New Hire

Employee Name: EMPLOYEE, SAMPLE J
Organization Name: PERSONNEL & ADMINISTRATION

Retirement

Retirement Plan: P - Pera-Regular Retirement Plan Date: 07012005 Retirement Percent Split: ☐

Leave Accruals

Leave Accrual Plan: Space - Non-accruing Leave Accrual Date: 07012005

Incentive Data

Thrift Percent Split: ☐ Thrift Plan Date: Bonus Plan Eligibility: ☐

Miscellaneous

Workers' Comp. Eligibility: Pension Participant?: Space - Participant Wyoming Workers' Comp Class Code: ☐

401(k) Eligibility: Y - Eligible 401(k) Hardship Date: ☐

5% Owner Curr Year?: 5% Owner Last Year?: ☐

Corporate Officer Curr Year?: Corporate Officer Last Year?: ☐

Transaction: Employee ID: 123457899
Organization: AAA Ben: 01

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

You will need to select the appropriate retirement plan. You will also need to complete the retirement plan date and the leave accrual date.

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Personnel Benefits Payroll System Navigation Reporting

Personnel Update Menu

Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

COMPLETE NEXT TRANSACTION REQUEST. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee: 123457899 Organization ID: AAA
Job: 1

When you hit enter twice, you will have successfully set up a new employee. In order for the employee to get paid, the Payroll and Tax Data: US, and the Payment Disposition Data screens will need to be completed.

Payroll and Tax Data: U.S.:

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Personnel Benefits Payroll System Navigation Reporting

Payroll and Tax Data: U.S.

ENTER TRANSACTION DATA.

Employee ID: 123457899 Employee Name: EMPLOYEE, SAMPLE J
Effective Date: 11/28/2005 Organization Name: PERSONNEL & ADMINISTRATION
Actions: 01 - New Hire

Taxing Information

Federal Marital Status: Default (Single) Federal Allowances: 01
FICA Elig: M - Eligible for Medicare deductions only Federal Additional Allowance: 00
Federal Additional Withholding Amt:
UI Eligibility: Space - Eligible for state and federal UI deductions IRS Restriction: Space - Status unknown
FICA Status Change: FICA/CPP/QPP eligibility has not changed
Source of W-4 Change: Source of W-4 Change Date:

Transaction: Employee: 123457899
Organization ID: AAA

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

Remember to use the inside scroll bar to see additional data that may be required, such as state tax information and worksite codes.

Wage Disposition Data:



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DPA

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Personnel

Benefits

Payroll

System

Navigation

Reporting

Payment Disposition Data

ENTER TRANSACTION DATA.

Employee ID 123457899

Effective Date 07012005

Actions

Employee Name EMPLOYEE,SAMPLE J

Organization Name PERSONNEL & ADMINISTRATION

Net Pay Disbursement C - Check Check/Advice Disbursement

Net Pay Direct Deposit Data

Transit No Start Date Account Number Account Type

Additional Direct Deposit Data

GTN Element	Description Code	Transit Number	Account Number	Account Type	Amount or Percent	Start Date
1						
2						
3						
4						
5						

Transaction Employee 123457899
Organization ID AAA

Enter Menu Restart Unprotect Personnel Inq Table Inq Delete ?

Classification/allocation change actions

The actions in this section are to record the reclassification or reallocation of a position. These actions can have a downward movement, upward movement or sustain at current class. Under CPPS, promotions, demotions, and other employee actions that change job class will be done in two parts. The first will be to reclassify the position and the second to apply the personnel action to the employee's records.

This action describes how to enter a reclassification or reallocation of the position upward.

The job class on a position can only be changed with Actions 02 in the Position Control Menu 81. (Position Control Update)

Select the menu item **Basic Position Update 002** and enter the transaction, position number and Organization ID of the position you wish to update

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Personnel Benefits Payroll System Control Navigation

Personnel Action Data

ENTER YOUR CHANGES.

Employee ID: 222334444
Effective Date: 08/01/2005
Employee Name: PERSON,NEW
Organization Name: DEPT LABOR & EMPLOYMENT -KA
Actions: 07 - Job reclassification

Status Information

Name Suffix:
Employment Status: A - Active
Adjusted Svc Date: 07/01/2005
LOA Return Date:
Regular/Temporary: R - Regular
Employee Type: N - Nonexempt
Annual Salary: 54000.00
Benefits Base:
Name Prefix:
Status Date: 07/01/2005
Separation Reason:
LOA Reason:
Full/Part Time: F - Full-Time
Agency Date 1: 07/01/2005
Agency Date 2:
Service: 07/01/2005

Transaction: Employee: 222334444
Organization ID: KAA

Enter Menu Restart Unprotect Table Inq ?

Press



You may press F1 or F9 in any valid field for the help screens for any valid field. Be sure to always change the effective date to the date the action is effective. The default date is always current date. You will change any fields that are pertinent on this screen.



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Personnel	Benefits	Payroll	System Control	Navigation	
Work Title					
Reports To	KAA01722	Department Number	KAA	Essential	N - No
Division		Company		Corporation	
Work Location	KAA	Begin Date	07/01/2005	End Date	99/99/9999
Position Status	V - Vacant active position	Status Date	07/01/2005	Job Class	H6G43X
Part/Full Time Indicator	F - Full-time	Allotted FTE %	100.00	Perm/Temp Indicator	P - Permanent
Seasonal		Pay Cycle	M1 - Monthly 1	Pay Grade	H37
Step		Term	01 - Classified Reg/FT/Monthly		
Rate Code		Minimum Rate	3257.000	Maximum Rate	4982.000
Hours per Week	40.0	Shift Indicator	D - Day shift	Work Schedule	XXXXXOO
Work Category		Group Indicator		Position Type	N - Nonexempt
Previous Position Number	I9C3X	New Position Number		Funded	Y - Yes
Premium Pay		User Field 1			
Evaluation Result	RR - Reclassification recommended	Last Evaluation Date			
Date Last Reclassified		Bargaining Unit			
Confidential Indicator		Supervisory Indicator			
Bona Fide Occupational Qualification Code					
Informational Data					
Last Action Date	07/01/2005	Cross Ref		Minimum Record Flag	OK
Last Actions	01 - New position				
Transaction		Position	KAA88102	Organization ID	KAA

Press



If there are no errors, the text color will change and the following message is displayed at the bottom of the screen:

The job assignment screen is the next screen in the workflow, it must be updated with the new information for the position. The fields that should be updated are the begin date, job class, class entry date (very important for reporting purposes) pay rate and start date (in the account line).



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Personnel	Benefits	Payroll	System Control	Navigation
Begin Date	08/01/2005	End Date	99/99/9999	Keeping Group ID
Position No	88102	Job Class	H6G4XX	Class Entry Date
Pay Rate	4995.000	Rate Code	P - Pay period amount	Grade
% Full-Time	100.00	Term	01 - Classified Reg/FT/Monthly	Pay Cycle
Job Department	KAA	Time Report Code	T - Exception by time; Listed	Contract Date
Seasonal Ind		Shift Indicator		Job Seniority Date
Supervisor				Adjusted Seniority Date
Job Title	GENERAL PROFESSIONAL IV			Retro Effective Date
Norm F/T Hrs		Norm Hours Indicator		Save Pay Date

CERT	F	USER	Earnings	Rate/Amount	Percent	Start	Stop
1351998122	Y	88102	REG	4995.000	100.00	07/01/2005	99/99/9999
					0.00		
					0.00		

Transaction		Employee	222334444
Organization ID	KAA	Job	1

Press



If there are no errors, the text color will change and the following message is displayed at the bottom of the screen:

REVIEW DATA ENTER TO PROCEED COMPLETE NEXT TRANSACTION REQUEST

You will be scrolled to screen 5 for any needed corrections. If none, hit enter twice.

You will also need to update screen 9 **"Probation/Employee Status Data**

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Personnel Benefits Payroll System Navigation Reporting

Job Performance Data

REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.

Employee ID: 123457899 Employee Name: EMPLOYEE, SAMPLE J
 Effective Date: 07/01/2005 Organization Name: PERSONNEL & ADMINISTRATION
 Actions: 11 - Other data change
 KA - Employee Status Change

Performance Data

Performance Rating: [Dropdown]
 Rating Type: [Dropdown] Rating Date: [Text]
 Next Review: [Text] Non-Monetary Award: [Dropdown]
 Rating Supervisor: [Text]
 Reviewer: [Text] Employee Position Number: [Text]

Probation/Employee Status Data

Probation/Employee Status: 04 - Probationary Status Class: H6G3XX
 Prob/Status Date: 07/01/2005 Probation End Date: 06/30/2006
 Comment: REALLOCATED POSITION UPWARD

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

Note the Comment field

Press



If there are no errors, the text color will change and the following message is displayed at the bottom of the screen:

REVIEW DATA ENTER TO PROCEED COMPLETE NEXT TRANSACTION REQUEST

DATA CORRECTION ACTIONS

The Data Correction Action is a general action to be used for correcting information on an employee that would not be covered by another action.

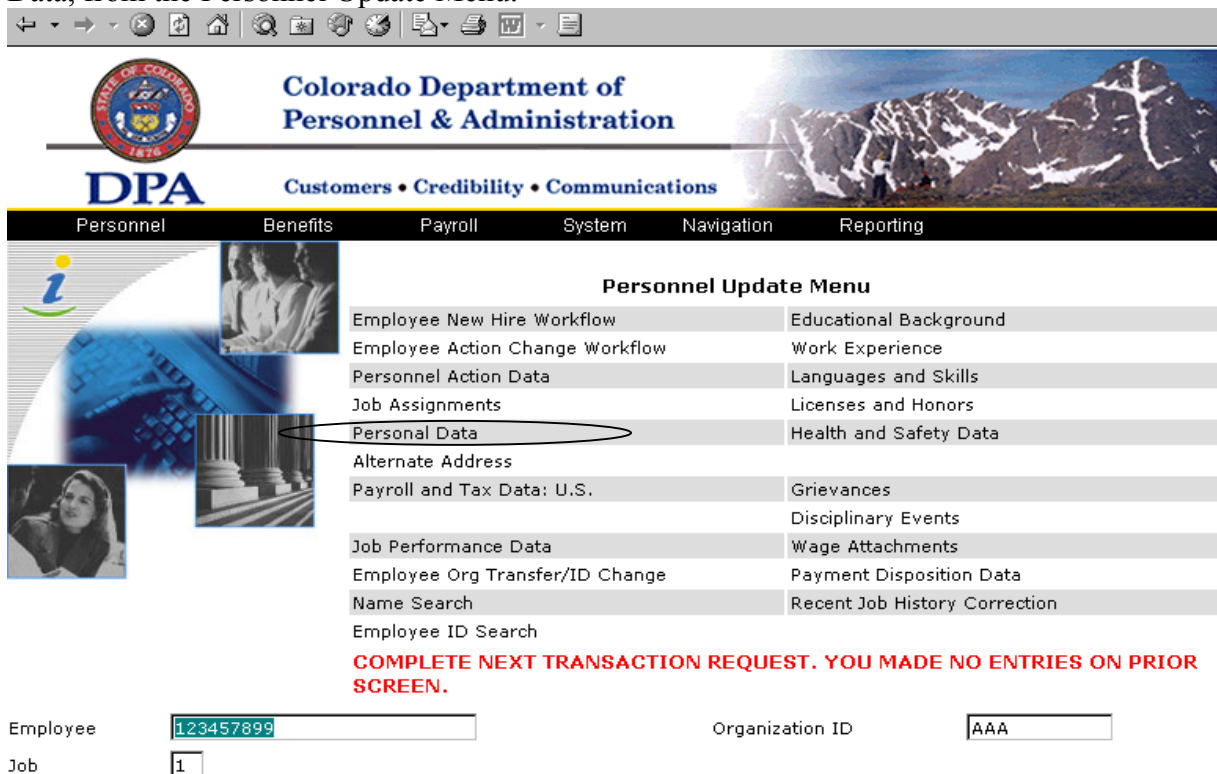
The examples that follow are for correcting the work phone number on the Personal Data screen (Screen 5) and correcting the service date on the Personnel Action Data screen (Screen 3). To correct other kinds of data follow these examples and select the appropriate screen to access the data to be updated. Use the Data Correction Action Code (12) and the Action Subtype, if one applies.

Employee ID Change

For an Employee ID Change, please contact hr.support@state.co.us.

Data Correction

EXAMPLE #1: In this example to correct the work phone number. In the employee (EMPL) field, enter the employee's Social Security Number or Last Name. In the Organization ID (ORG) field, enter the Department payroll Org Code (AAA, ..., JAA, ..., TAA). Select Personal Data, from the Personnel Update Menu.



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Personnel Benefits Payroll System Navigation Reporting

Personnel Update Menu


Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

COMPLETE NEXT TRANSACTION REQUEST. YOU MADE NO ENTRIES ON PRIOR SCREEN.

Employee

Organization ID

Job

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Personnel Benefits Payroll System Navigation Reporting

Personal Data Form

ENTER YOUR CHANGES.


Employee ID: 123457899 Employee Name: EMPLOYEE,SAMPLE J
Effective Date: 07/02/2005 Organization Name: PERSONNEL & ADMINISTRATION
Actions: 12 - Data correction
Name Suffix: Name Prefix:

Contact Data

Current Address: 1234 YOUR STREET
City: DENVER State: CO
Zip: 80239 2nd Address:
Home Phone: 303/333-1122
Work Phone: 303/344-5566 Extension:
Mail Stop: AAA DPA Emergency Contact: FORMER EMPLOYEE
Contact Relationship: SPOUSE Contact Phone: 303/333-1122
Alt Phone: 303/444-5252 Alternate Address Flag:

Transaction: Employee: 123457899
Organization ID: AAA

Change the “Effective Date” and enter Action Code 12 (Data Correction) as the Action. Place your cursor in the field that needs correcting, make your changes and press

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Personal Data Form

REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.

Employee ID: 123457899 Employee Name: EMPLOYEE,SAMPLE J
Effective Date: 07/03/2005 Organization Name: PERSONNEL & ADMINISTRATION
Actions: 12 - Data correction
Name Suffix: Name Prefix:

Contact Data

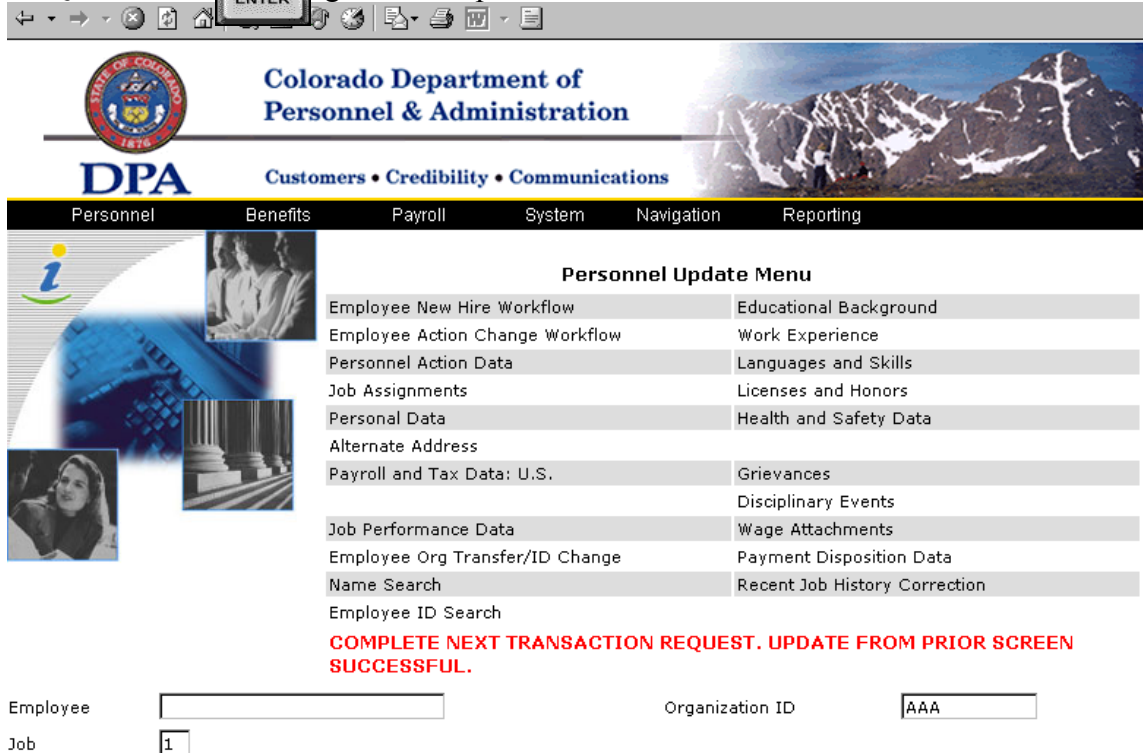
Current Address: 1234 YOUR STREET
City: DENVER State: CO
Zip: 80239 2nd Address:
Home Phone: 303/333-1122
Work Phone: 303/324-5566 Extension:
Mail Stop: AAA DPA Emergency Contact: FORMER EMPLOYEE
Contact Relationship: SPOUSE Contact Phone: 303/333-1122
Alt Phone: 303/444-5252 Alternate Address Flag:

Transaction: Employee: 123457899
Organization ID: AAA

If there are no errors the following message is displayed at the top of the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

again to complete the transaction.



ENTER

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Personnel Benefits Payroll System Navigation Reporting

Personnel Update Menu

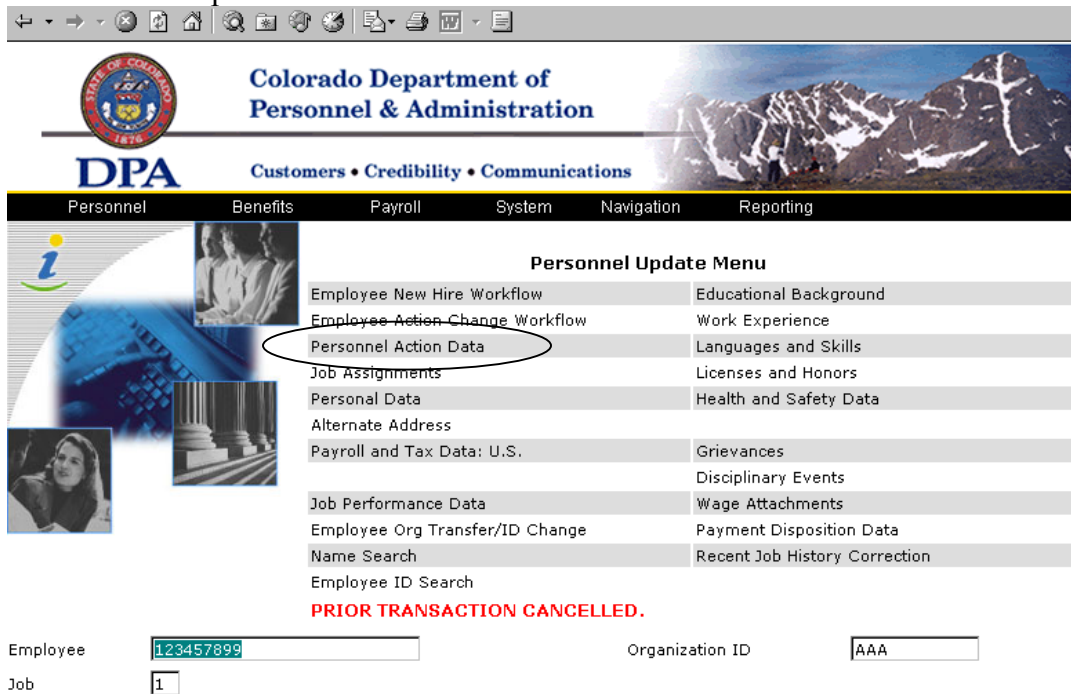
Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

COMPLETE NEXT TRANSACTION REQUEST. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee Organization ID

Job

EXAMPLE #2: Correct the service date. In the employee (EMPL) field, enter the employee’s Social Security Number or Last Name. In the Organization ID (ORG) field, enter the Department payroll Org Code (AAA, ..., JAA, ..., TAA). Select Personnel Action Data from the Personnel Update Menu.



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Personnel Benefits Payroll System Navigation Reporting

Personnel Update Menu

Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

PRIOR TRANSACTION CANCELLED.

Employee Organization ID

Job

ENTER YOUR CHANGES.

Employee ID: 123457899
 Effective Date: 07012005
 Actions: 12 - Data correction
 LC - Service Date Correction


Employee Name: EMPLOYEE, SAMPLE J
 Organization Name: PERSONNEL & ADMINISTRATION

Status Information

Name Suffix:
 Employment Status: A - Active
 Adjusted Svc Date: 06011999
 LOA Return Date:
 Regular/Temporary: R - Regular
 Employee Type: E - Exempt
 Annual Salary: 50400.00
 Benefits Base Salary:
 Name Prefix:
 Status Date: 07/01/2005
 Separation Reason:
 LOA Reason:
 Full/Part Time: F - Full-Time
 Agency Date 1:
 Agency Date 2:
 Service Start Date: 07/01/2005


Transaction:
 Organization ID: AAA
 Employee: 123457899

Enter Menu Restart Unprotect Table Inq ?

Change the “Effective Date”, if necessary, enter Action Code 12 (Data Correction) as the Action and Action Subtype LC (Service Date Correction). Place your cursor in the field that requires correction. Make your changes and press 

If there are no errors the following message is displayed at the top of the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

 again to complete the transaction.

LEAVE ACTIONS

The actions described in this section are used to record events of leaves of absence with or without pay for any of the following reasons and to record the return from such leave.

Disciplinary Suspension
Family Medical Leave has been designated
Leave without Pay, no leave accruals
Short-Term Disability
Voluntary Furlough

Leave With Pay

From the Personnel Update Menu, select 002, Change Workflow. On the following submenu enter option 99, Default Workflow. The first data screen presented is the Personnel Action Data. Enter the Action Code 02, Leave of Absence with Pay. This action should be used for situations when the pay will be either full or partial. This should also be used for employees who are going on short-term disability or FMLA. Enter the appropriate data in all required fields. Follow the screen prompts after completing each screen to record the data changes.

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Personnel Action Data

ENTER YOUR CHANGES.

Employee ID: 123457899
Effective Date: 08012005
Employee Name: EMPLOYEE, SAMPLE J
Organization Name: PERSONNEL & ADMINISTRATION

Actions: 02 - Leave of absence with full or partial pay

Status Information

Name Suffix		Name Prefix	
Employment Status	P - LOA with full or partial pay	Status Date	08012005
Adjusted Svc Date	06/01/1999	Separation Reason	
LOA Return Date		LOA Reason	04 - Personal
Regular/Temporary	R - Regular	Full/Part Time	F - Full-Time
Employee Type	E - Exempt	Agency Date 1	
Annual Salary	50400.00	Agency Date 2	
Benefits Base Salary		Service Start Date	06/01/1999
Transaction		Employee	123457899
Organization ID	AAA		

Enter Menu Restart Unprotect Table Inq ?

REQUIRED FIELDS:

EFFECTIVE DATE

ACTION CODE

STATUS, valid values are:

P - Leave of absence with pay

B - Benefits

S - Short-term disability

STATUS DATE: date on which the new status becomes effective

LOA REASON, valid values are:

01 - Disability

02 - Military

03 - Maternity, paternity

04 - Personal

05 - Illness

06 - Family obligations

07 - Education

08 - Furlough

09 - Sabbatical

10 - FMLA Care of Newborn, Newly Adopted, or Foster Child

11 - FMLA Family Illness

12 - FMLA Personal Illness

13 - Disciplinary Suspension


OPTIONAL FIELDS:

LOA RETURN DATE: actual or estimated date of return

You should also go to the Job Assignment screen and put in the correct dates. Especially if the person is going to have any portion of the time be leave without pay. Your payroll office may have additional paperwork that you will need to complete and submit in order to ensure that the person on Leave receives the correct pay and benefit deductions.

Leave Without Pay

This action will be used to stop salary payments to employees who have exhausted all leave accruals or have been placed on short-term disability or Family Medical Leave. From the Personnel Update Menu, select 003, Personnel Action Data. Enter the appropriate data in all required fields. Follow the screen prompts after completing each screen to record the data changes.



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Personnel Action Data

ENTER YOUR CHANGES.

Employee ID810281022Employee NamePERSON, LASTEffective Date11012005Organization NameDEPT LABOR & EMPLOYMENT -KAActions03 - Leave of absence without pay

Status Information

Name SuffixName PrefixEmployment StatusL - Leave of absence without payStatus Date11012005Adjusted Svc Date11012005Separation ReasonLOA Return DateLOA Reason04 - PersonalRegular/TemporaryR - RegularFull/Part TimeF - Full-TimeEmployee TypeN - NonexemptAgency Date 112/01/2005Agency Date 212/02/2005Annual Salary30000.00Service Start Date12/01/2005Benefits Base SalaryPay StatusS - Salaried (Exception time reporting)Rehire EligibilitySpace - Active employeeFLSA StatusY - Employee covered by FLSADepartmentKAA

MEMORETURN FROM LWOP SRV DT AD

Organizational Data

COFRS ORGN1351Division IDCorporationCompany ID

Informational Data

Last Action Date12/02/2005Minimum Record FlagNOLast11 - Other data change

TransactionEmployee810281022Organization IDKAA

EnterMenuRestartUnprotectTable Inq?

REQUIRED FIELDS:

EMPLOYEE NAME: system generated

EMPLOYMENT STATUS: Enter the appropriate code from the list below. Consideration should be given to the payment of benefits shares.

L – Leave of absence without pay

S – Short term disability

B – FMLA leave

STATUS DATE: date on which the new status becomes effective

LOA RETURN DATE: actual or estimated date of return from leave

OPTIONAL FIELDS

No other fields need to be changed in this action

Return From Leave of Absence(LOA)

The return from leave of absence action will return the employee to active status and update job screens to resume salary payments. From the Personnel Update Menu, select 003, Personnel Action Data. Enter transaction 04 and complete all required fields. Follow the screen prompts after completing each screen to record the data changes.

ENTER YOUR CHANGES.

Employee ID: 810281022
Effective Date: 11012005
Employee Name: PERSON, LAST
Organization Name: DEPT LABOR & EMPLOYMENT -KA
Actions: 04 - Return from leave of absence

Status Information

Name Suffix:
Employment Status: A - Active
Adjusted Svc Date: 11012005
LOA Return Date: 12012005
Regular/Temporary: R - Regular
Employee Type: N - Nonexempt
Annual Salary: 30000.00
Benefits Base Salary:
Name Prefix:
Status Date: 11012005
Separation Reason:
LOA Reason:
Full/Part Time: F - Full-Time
Agency Date 1: 12/01/2005
Agency Date 2: 12/02/2005
Service Start Date: 12/01/2005

Transaction:
Organization ID: KAA
Employee: 810281022

Enter Menu Restart Unprotect Table Inq ?

REQUIRED FIELDS:

EMPLOYEE NAME: system generated

EMPLOYMENT STATUS: A – Active

STATUS DATE: date on which the new status becomes effective

LOA RETURN DATE: effective date of return

OPTIONAL FIELDS

JOB DEPARTMENT

JOB SENIORITY DATE

No other changes are needed on this screen

OTHER DATA CHANGE ACTION

The 'Other Data Change' Action is a more general action to be used for adding or changing information on an employee that would not be covered by another action. The changes done under this action shouldn't include updates to the employment status, pay rate, or job assignments for the employee. Remember that there are other Action Codes, like the 'Job Assignment Change' and 'Data Correction' that may be the correct Action Code to apply depending on the change to be made.

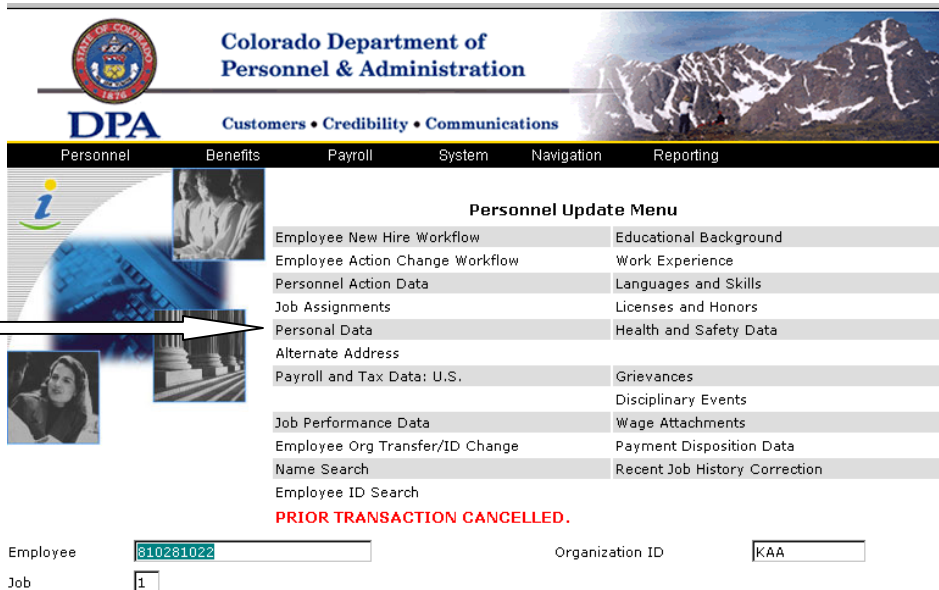
This 'Other Data Change' action generally covers adding or changing data such as the following:

- Service Dates, such as updating the Adjusted Service Date or Leave without Pay
- Personal Data
- Performance Ratings (on screen 9, Job Performance Data)
- Certification or Probation (also on screen 9, Job Performance Data)
- Agency Tracking Dates (such as on screen 3, Personnel Action Data)
- Emergency Contact Information (on screen 5, Personal Data)
- Alternate Address
- Kronos Labor Levels and Pay Rule (on screen 6, Alternate Address)
- Other biographic data, such as Educational Background, that can be recorded about an employee in CPPS

The examples that follow are for changing personal data or emergency contact information on the Personal Data screen (Screen 5) and changing the Work Experience Data (Screen 12). To change other kinds of data follow these examples and select the appropriate data screen to access the data to be updated. Use the 'Other Data Change' Action Code and the Action Subtype if one applies.

Changing Personal Data or Emergency Contact Information

In the "EMPLOYEE" field, type in the employee's Social Security Number or Last Name. In the "ORGANIZATION ID" field, type in the Department Org Code (AAA, ..., JAA,..., TAA). Select Personal Data from the Personnel Update Menu.



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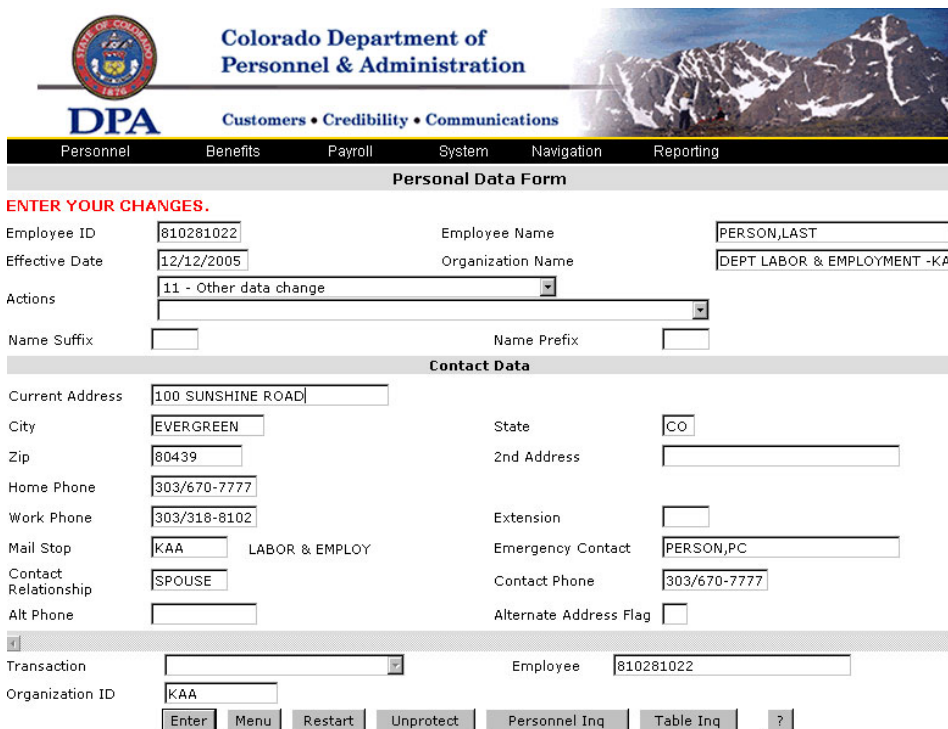
Personnel Update Menu

Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

PRIOR TRANSACTION CANCELLED.

Employee Organization ID

Job



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Personal Data Form

ENTER YOUR CHANGES.

Employee ID Employee Name

Effective Date Organization Name

Actions

Name Suffix Name Prefix

Contact Data

Current Address

City State

Zip 2nd Address

Home Phone Extension

Work Phone Emergency Contact

Mail Stop LABOR & EMPLOY

Contact Relationship Contact Phone

Alt Phone Alternate Address Flag ☐

Transaction Employee

Organization ID

Tab to the field you would like to change and make your changes and press



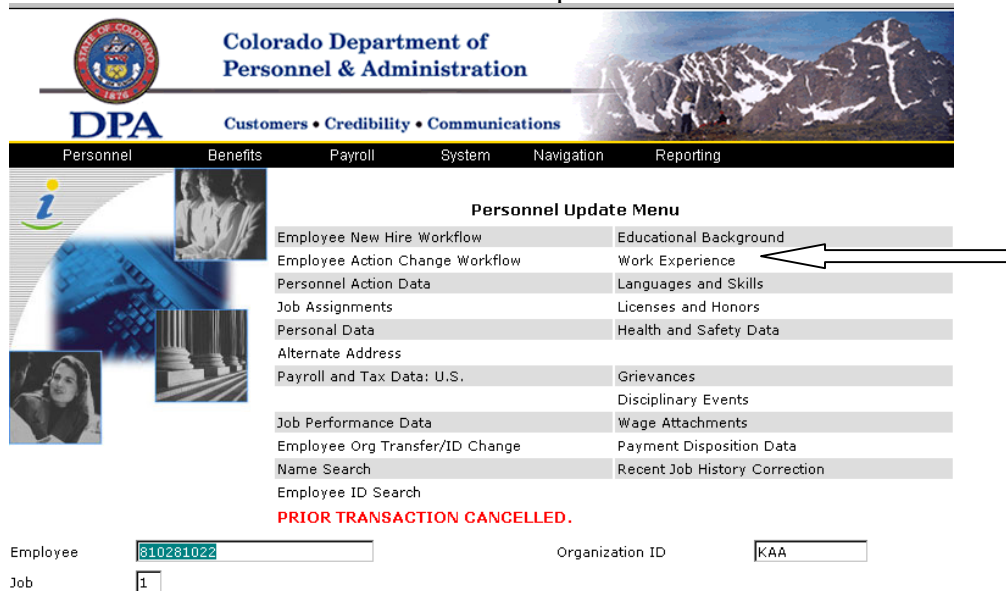
The following message is displayed at the bottom of the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Enter again to complete the transaction.

Changing Work Experience/Professional Organizations

In the “EMPLOYEE” field, type in the employee’s Social Security Number or Last Name. In the “ORGANIZATION ID” field, type in the Department Org Code (AAA, ..., JAA,..., TAA). Select Personal Data from the Personnel Update Menu.



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Personnel Benefits Payroll System Navigation Reporting


Personnel Update Menu

Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

PRIOR TRANSACTION CANCELLED.


Employee Organization ID

Job



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Work Experience

ENTER YOUR CHANGES.

Employee ID:

Effective Date:

Actions:

Employee Name:

Organization Name:

Last Biographic Update:

Experience						
From	Type	Employer	Code	Location	Highest Position	End Salary
01/01/2000	C - Clerical	BALL AEROSPACE				24
01011998	P - Professional	TECH DEPOT			O - Other	32

Transaction:

Employee:

Organization ID:

Enter
Menu
Restart
Unprotect
Personnel Inq
Table Inq
?

Tab to the field you would like to change and make your changes and press



The following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Enter again to complete the transaction.



Educational Background Data

In the “EMPLOYEE” field, type in the employee’s Social Security Number or Last Name. In the “ORGANIZATION ID” field, type in the Department Org Code (AAA, ..., JAA, ..., TAA). Select Personal Data from the Personnel Update Menu

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Educational Background

REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.

Employee ID: 709121234 Employee Name: PERSON,NOT AREAL
 Effective Date: 11/01/2005 Organization Name: PERSONNEL & ADMINISTRATION-
 Actions: 11 - Other data change

Last Biographic Update:

Degree	Type	Year	Institution	Institution Code	Credits Earned / Required	
AAS	U - Undergraduate	1999	CCA		63	63
		Major: HR		Minor: COMMUNICATIO		
BSM	U - Undergraduate	2000	METRO STATE		72	72
		Major: HR		Minor:		
MBA	G - Graduate	2001	CU DENVER		35	35
		Major: HR		Minor: ORG DEVELOPME		

Transaction: [dropdown] Employee: 709121234
 Organization ID: AAA
 [Enter] [Menu] [Restart] [Unprotect] [Personnel Inq] [Table Inq] [?]

Tab to the field you would like to change and make your changes and press **ENTER**

Degrees should be entered in level and date order. For example, an employee with an Associates, 2 bachelors and a masters should have the Associates listed first, followed by the first Bachelors, then the second, and the Masters.

The following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Enter again to complete the transaction. **ENTER**

PAY ADJUSTMENT ACTIONS

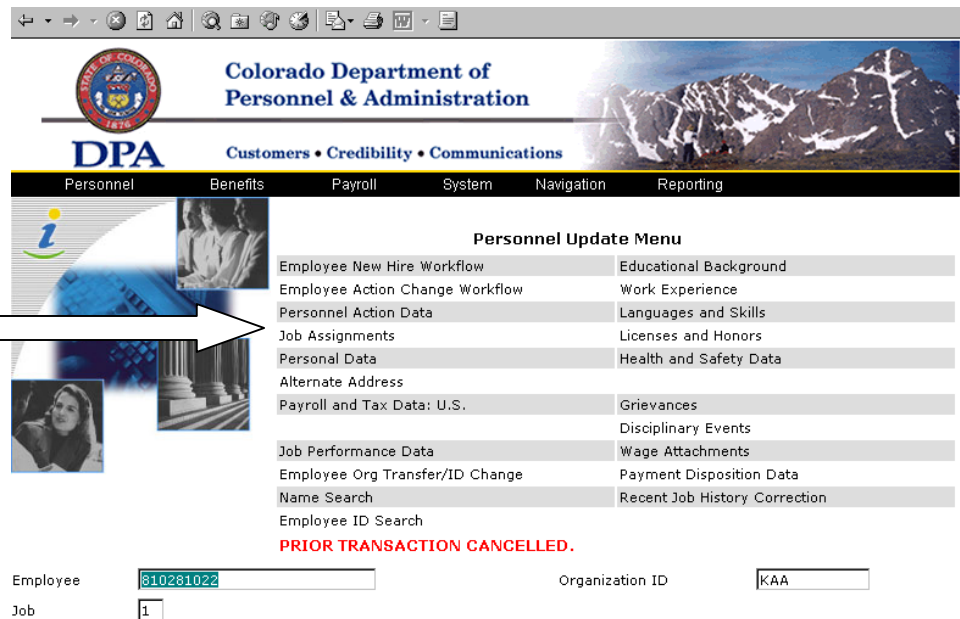
The pay adjustment actions described in this group are intended for recording pay changes for an employee that occur separately of other employee actions. Pay adjustments may be either an increase or a decrease in dollars. They can be for base or non-base dollars. Non-base adjustments may be for ongoing payments or they may be one-time payments.

Base Pay Adjustment

When an employee's base pay rate is being changed for reasons not covered by other personnel actions like a promotion, use "Pay Adjustment" as the Action on the entry. Use the Action Subtype to indicate the reason for base pay rate change. As examples, here are some of the Action Subtypes for Pay Adjustments. Please see the complete list in Appendix **x**.

Performance Pay
Removal from Saved Pay
Counter Offer
Movement In or Out of SES
Delayed Promotional Increase

Select the Job Assignments screen from the Personnel Update Menu. The specific job to update may be selected on the menu or by paging between Job records from the Job Assignments screen.



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Personnel Update Menu

Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

PRIOR TRANSACTION CANCELLED.

Employee Organization ID

Job

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Job Assignments

ENTER YOUR CHANGES.

Employee ID: 810281022 Employee Name: PERSON, LAST
Effective Date: 12012005 Organization Name: DEPT LABOR & EMPLOYMENT -KA

Actions: 80 - Pay Adjustment

Job No: 1 Total Jobs: 1 User Field:
Begin Date: 12/01/2005 End Date: 99999999 Time Keeping Group ID:
Position No: 79000 Job Class: H6G1IX Class Entry Date: 12/01/2005
Pay Rate: 2500.000 Rate Code: P - Pay period amount Grade: H26
% Full-Time: 100.00 Term: 01 - Classified Reg/FT/Monthly Pay Cycle: M1 - Monthly 1
Job Department: KAA Time Report Code: T - Exception by time; Listed Contract Date:
Seasonal Indicator: Shift Indicator: D - Day shift Job Seniority Date:
Supervisor: PERSON, NEW Adjusted Seniority Date:
Job Title: GENERAL PROFESSIONAL I Retro Effective Date:
Norm F/T Hrs: Norm Hours Indicator: Save Pay Date:
CERT F USER Earnings Rate/Amount Percent Start Stop
DUMP ACCOU Y 79000 REG 2500.000 100.00 12/01/2005 99999999
Transaction: Employee: 810281022
Organization ID: KAA Job: 1
Enter Menu Restart Backward Forward Unprotect Delete Personnel Inq Table Inq ?

Change the “Effective Date” if necessary and enter “Pay Adjustment”, code 80, as the Action. Enter the Action Subtype and update Pay Rate to the new amount.

Press Enter. If there are no errors the following message is displayed:
REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION.
Enter again to complete the transaction.

REQUIRED FIELDS:

EMPLOYEE NAME: system generated

ACTION CODE: Enter code 80, Pay Adjustment

OPTIONAL FIELDS

ACTION SUBTYPE:

Non-base Pay Adjustment (Ongoing Payments)

Ongoing non-base pay, like a clothing allowance, can be entered on the Job Assignment screen using "Pay Adjustment" as the Action on the entry.

Select the Job Assignments screen from the Personnel Update Menu. Change the Effective Date if necessary and enter "Pay Adjustment", code 80. Enter the Action Subtype if one applies. Enter or update an account line to pay the adjustment. The Earnings Code on the Account Line for the payment will indicate the reason for the payment. In the example below the employee is receiving a clothing allowance.

When doing a pay adjustment for other earnings such as temporary pay, benefit allowances, etc...do not create a second job unless all the account lines are full. Do not put a % in the percent field. Enter the date the pay is effective and the ending date. The payroll system will pay it as it should for the period of time specified.

ENTER YOUR CHANGES.

Employee ID: 810281022 Employee Name: PERSON, LAST
Effective Date: 12012005 Organization Name: DEPT LABOR & EMPLOYMENT -KA
Actions: 80 - Pay Adjustment

Job No: 1 Total Jobs: 1 User Field:
Begin Date: 12/01/2005 End Date: 99999999 Time Keeping Group ID:
Position No: 79000 Job Class: H6G1IX Class Entry Date: 12/01/2005
Pay Rate: 2500.000 Rate Code: P - Pay period amount Grade: H26
% Full-Time: 100.00 Term: 01 - Classified Reg/FT/Monthly Pay Cycle: M1 - Monthly 1
Job Department: KAA Time Report Code: T - Exception by time; Listed Contract Date:
Seasonal Indicator: Shift Indicator: D - Day shift Job Seniority Date:
Supervisor: PERSON, NEW Adjusted Seniority Date:
Job Title: GENERAL PROFESSIONAL I Retro Effective Date:
Norm F/T Hrs: Norm Hours Indicator: Save Pay Date:
CERT F USER Earnings Rate/Amount Percent Start Stop
DUMP ACCOU Y 79000 REG 2500.000 100.00 12/01/2005 99999999
DUMP ACCOU Y 79000 TEM 500.000 0.00 12012005 12/30/2005

Transaction: Employee: 810281022
Organization ID: KAA Job: 1
Enter Menu Restart Backward Forward Unprotect Delete Personnel Inq Table Inq ?

Press Enter. If there are no errors the following message is displayed:

REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION.

Enter again to complete the transaction.

Non-base Pay Adjustment (One-time Payment)

There are two choices for making one-time non-base payments to employees. The first way is to do the entry as a ***Payroll Adjustment*** through the Payroll function at your agency. This is not the same as an action on the Job Assignment.

The second way to make a one-time payment is to add it to the employee's job assignment with Account Start and Stop Dates to apply during one pay period. The Earnings Code will indicate the type of payment.

To make a one-time payment via the employee's job records, select the Job Assignments screen from the Personnel Update Menu. Change the Effective Date if necessary and enter "Pay Adjustment", code 80. Enter or update an account line to pay the adjustment. In the example below the employee is receiving a clothing allowance.

ENTER YOUR CHANGES.

Employee ID: 810281022 Employee Name: PERSON, LAST
Effective Date: 12/01/2005 Organization Name: DEPT LABOR & EMPLOYMENT -KA
Actions: 80 - Pay Adjustment

Job No: 1 Total Jobs: 1 User Field:
Begin Date: 12/01/2005 End Date: 99999999 Time Keeping Group ID:
Position No: 79000 Job Class: H6G1IX Class Entry Date: 12/01/2005
Pay Rate: 2500.000 Rate Code: P - Pay period amount Grade: H26
% Full-Time: 100.00 Term: 01 - Classified Reg/FT/Monthly Pay Cycle: M1 - Monthly 1
Job Department: KAA Time Report Code: T - Exception by time; Listed Contract Date:
Seasonal Indicator: Shift Indicator: D - Day shift Job Seniority Date:
Supervisor: PERSON, NEW Adjusted Seniority Date:
Job Title: GENERAL PROFESSIONAL I Retro Effective Date:
Norm F/T Hrs: Norm Hours Indicator: Save Pay Date:
CERT F USER Earnings Rate/Amount Percent Start Stop
DUMP ACCOUNT Y 79000 REG 2500.000 100.00 12/01/2005 12/30/2005
DUMP ACCOUNT Y 79000 UNF 150.000 0.00 12/01/2005 12/30/2005
Transaction: Employee: 810281022
Organization ID: KAA Job: 1
Enter Menu Restart Backward Forward Unprotect Delete Personnel Inq Table Inq ?

Press Enter. If there are no errors the following message is displayed:

REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION.

Enter again to complete the transaction.

Performance Data Actions

The actions described in this section are used to record events to employee status.

Employee Certifications

Performance Ratings

Performance Payments

Certifications

When employees are hired or promoted, they are placed in a status of either probationary or trial service. After a period of time up to one year, the employee is rated and eligible for certification status in the current job class.

- On the Web you will go to the person and select either by name or ssn
- Tab to the **Organization** and enter the appropriate org (AAA, JAA or TAA etc)
- Click on the **Job Performance Data** of the Personnel Update Menu

Valid entries may be found in the drop down areas as indicated.

- Change the “effective date” if necessary, enter code **11** “Other Data Change Action” for the action, with the appropriate sub type of **KA** “Employee Certifications”
- Tab to the Probation/Employee Status Data fields and enter the appropriate status. Valid entries are:
 - 1 - Certified**
 - 3 - Temporary**
 - 4 - Probationary**
 - 5 - Trial Service**

This action can be used for entering trial service on a reallocation. The Prob/Stat Begin Date is a required field.

If there are no errors, the text color will change and the following message is displayed at the top of the screen:

REVIEW DATA ENTER TO PROCEED COMPLETE NEXT TRANSACTION REQUEST

Disciplinary Actions

From the Personnel Update Menu, enter the Employee's name or SSN and your Organization ID. Click on Disciplinary Profile.

Colorado Department of Personnel & Administration
DPA Customers • Credibility • Communications

Personnel Benefits Payroll System Control Navigation

Personnel Inquiry
Personnel Update
Position Control

Personnel Update Menu

Initial Personnel Action Form	Educational Background
Personnel Action Form Change	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Actions
Job Performance Data	Wage Attachments
Employee Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

Employee Organization ID

Job

Use the “Other data change” action code 11. Then enter the remaining requested data and click “Enter.”

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DPA Customers • Credibility • Communications

Personnel Benefits Payroll System Control Navigation

Disciplinary Action

ENTER TRANSACTION DATA.

Employee ID Employee Name

Effective Date Organization Name

Actions

General Information

Disciplinary Action Code

Disciplinary Action Date

Reason

Status Information

Disciplinary Action Status

Action Status Date

Supervisor

Comment

Transaction Employee

Organization ID

If you hit enter and receive an error message, look to see which fields appear with red font. Enter the appropriate corrections, and then click “Enter” again. **If you need to make other corrections than to the fields with red font, click on “Unprotect,”** enter your changes, and then click “Enter” again.

Colorado Department of
Personnel & Administration

Customers • Credibility • Communications

Personnel Benefits Payroll System Control Navigation

Disciplinary Action

CORRECT INCONSISTENT DATA.

Employee ID: 112223333 Employee Name: DOE, JOHN
Effective Date: 06/30/2005 Organization Name: DEPT OF TRANSPORTATION -HAA
Actions: 11 - Other data change
HB - Disciplinary

General Information

Disciplinary Action Code: 06 - Suspension without pay
Disciplinary Action Date: 06/15/2005
Reason:
Status Information
Disciplinary Action Status: 01 - Disciplinary action in effect
Action Status Date: 06/15/2005
Supervisor: BUNNY, BUGS
Comment: WORKPLACE VIOLENCE VIOLATION

Transaction: HAA Employee: 112223333
Organization ID: HAA

Enter Menu Restart Unprotect

When you get the Enter to Proceed message, you must click “Enter” to save your updates.

Welcome to cpps Web - test - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Address http://citsf.state.co.us:8084/HRMS.CGI



Colorado Department of Personnel & Administration

DPA Customers • Credibility • Communications



Personnel
Benefits
Payroll
System Control
Navigation






Personnel Update Menu

Initial Personnel Action Form	Educational Background
Personnel Action Form Change	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	
Payroll and Tax Data: U.S.	Grievances
	Disciplinary Actions
Job Performance Data	Wage Attachments
Employee Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

COMPLETE NEXT TRANSACTION REQUEST. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee

Job

Organization ID

Entering data into the Disciplinary Profile screen only updates the information regarding the employee's disciplinary action details; it does NOT affect his or her pay. Now you must complete an Employee Action Change Workflow action code 2 to update the Personnel Action Data screen 3 and Job Assignments screen 4.

SEPARATION ACTION

From the Personnel Update Menu, enter the employee Social Security Number of last name in the “EMPLOYEE” field. In the “ORGANIZATION ID” field, type in the Department Org Code (AAA, ..., JAA,..., TAA). Select “EMPLOYEE ACTION CHANGE WORKFLOW.”

Colorado Department of Personnel & Administration
DPA Customers • Credibility • Communications

Personnel Benefits Payroll System Navigation Reporting

Personnel Update Menu

Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	
Payroll and Tax Data: U.S.	Grievances
	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

PRIOR TRANSACTION CANCELLED.

Employee Organization ID

Job

Complete the status date on the Personnel Workflow Request screen. Using your mouse, select the “Employee Separation” option under the Workflow Actions.

Colorado Department of Personnel & Administration
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Personnel Benefits Payroll System Navigation Reporting

Personnel Workflow Request

Employee ID Organization Name

Employee Name

Workflow Action

Employee Separation

Employee Rehire

Change - Default Workflow

Enter Status date, and select Workflow Action.
If a Status Date is not entered, then today's date will be used.

Status Date

Menu

The workflow will start. The first screen in the workflow is the Personnel Action Data screen. Complete the effective date for the separation. From the drop down menu, select the appropriate separation reason. Press/Select enter.

ENTER YOUR CHANGES.

Employee ID: 810281022
 Effective Date: 12302005
 Actions: 05 - Separation

Employee Name: PERSON, LAST
 Organization Name: DEPT LABOR & EMPLOYMENT -KA

Status Information

Name Suffix:
 Name Prefix:
 Employment Status: T - Terminated
 Status Date: 12/30/2005
 Adjusted Svc Date: 12/15/2005
 Separation Reason: 30 - Accepted New Job Outside State System
 LOA Return Date:
 LOA Reason:
 Regular/Temporary: R - Regular
 Full/Part Time: F - Full-Time
 Employee Type: N - Nonexempt
 Agency Date 1: 12/01/2005
 Agency Date 2: 12/02/2005
 Annual Salary: 30000.00
 Service Start Date: 12/01/2005
 Benefits Base Salary:
 Transaction:
 Employee: 810281022
 Organization ID: KAA

Enter Menu Restart Unprotect Table Inq ?

Be careful of the employee status. If you change the Employment Status to a status of T-Terminated and the employee's final payroll has not run, the employee will not receive their pay correctly.

If there are no errors, the following message is displayed at the top of the screen:
REVIEW DATA ENTER TO PROCEED COMPLETE NEXT TRANSACTION REQUEST

Press/Select Enter again to proceed to the next screen.

The next screen in the workflow is the Job Assignments screen.

Colorado Department of Personnel & Administration
DPA Customers • Credibility • Communications

Personnel Benefits Payroll System Navigation Reporting

Job Assignments

ENTER YOUR CHANGES. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee ID: 810281022 Employee Name: PERSON, LAST
Effective Date: 12/30/2005 Organization Name: DEPT LABOR & EMPLOYMENT -KA
Actions: 05 - Separation

Job No: 1 Total Jobs: 1 User Field:
Begin Date: 12/01/2005 End Date: 12/30/2005 Time Keeping Group ID:
Position No: 79000 Job Class: H6G1IX Class Entry Date: 12/01/2005
Pay Rate: 2500.000 Rate Code: P - Pay period amount Grade: H26
% Full-Time: 100.00 Term: 01 - Classified Reg/FT/Monthly Pay Cycle: M1 - Monthly 1
Job Department: KAA Time Report Code: T - Exception by time; Listed Contract Date:
Seasonal Indicator: Shift Indicator: D - Day shift Job Seniority Date:
Supervisor: PERSON, NEW Adjusted Seniority Date:
Job Title: GENERAL PROFESSIONAL I Retro Effective Date:
Norm F/T Hrs: Norm Hours Indicator: Save Pay Date:

CERT	F	USER	Earnings	Rate/Amount	Percent	Start	Stop
DUMP ACCOU	Y	79000	REG	2500.000	100.00	12/01/2005	12/30/2005
DUMP ACCOU	Y	79000	TEM	500.000	0.00	12/15/2005	12/30/2005

Transaction: Employee: 810281022
Organization ID: KAA Job: 1
Enter Menu Restart Unprotect Personnel Inq Table Inq ?


If you use the workflow, you should not need to make any entries on this screen. The system will automatically fill in the stop dates based on the status date that you entered at the beginning of the workflow. However, if for some reason you are not in the workflow, you will want to make sure to enter an effective date, an action code, end dates and the stop date for all account lines. You should also confirm that the person does not have any additional jobs that the employee may have.

After you have made any necessary entries, press/select

ENTER

If there are no errors, the following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Press/select  again to complete the transaction.

TRANSFER ACTIONS

The actions described in this section are used to record events of transfers from one Org to another Org, transfer agencies within in one Org, and transfers from one position to another position within the same Agency in the same Org.

Any transfers from Judicial or non-classified positions will need Data Corrections as necessary for service dates, leave accruals and certifications. Non-Classified transfers may also need benefit changes done in the appropriate system.

Transfer from ORG to ORG

Transfer Agency within one ORG

Transfer position within one Agency in one ORG

Transfer from ORG to ORG

All transfers from one Organization ID to another Organization ID must be sent to Division of Human Resources. Transfers can be sent to hr.support@state.co.us. This is an overnight process. Requests must be made at least 48 hours before the appropriate payroll process in order to give sufficient time for both DPA and the receiving org to complete the necessary processes.

Your email request must include the following information:

Transferring Employee Name and Social Security Number

Payroll Organization ID of the agency that the employee is leaving

The employee's last day worked at their old agency.

Name of the agency the employee is going to.

A contact person- name, phone number and email address- for the employees new agency.

Both HR departments will receive an email once the transfer is completed successfully.

Once the transfer is completed, the organization that the employee is leaving should verify that the employee status has changed to "O- Organization Transfer". The status date should be the last day worked. This information can be verified on the Personnel Action Data screen:

Colorado Department of Personnel & Administration
DPA Customers • Credibility • Communications

Personnel Benefits Payroll System Navigation Reporting

Personnel Action Data

ENTER YOUR CHANGES.

Employee ID: 810281022
Effective Date: 12/01/2005
Actions: 72 - Organization transfer, status O,C,T(display-only)

Employee Name: PERSON, LAST
Organization Name: DEPT LABOR & EMPLOYMENT -KA

Status Information

Name Suffix		Name Prefix	
Employment Status	O - Organization transfer	Status Date	12/30/2005
Adjusted Svc Date	12/15/2005	Separation Reason	
LOA Return Date		LOA Reason	
Regular/Temporary	R - Regular	Full/Part Time	F - Full-Time
Employee Type	N - Nonexempt	Agency Date 1	12/01/2005
Annual Salary	30000.00	Agency Date 2	12/02/2005
Benefits Base Salary		Service Start Date	12/01/2005

Transaction: [dropdown]
Organization ID: KAA
Employee: 810281022

Enter Menu Restart Unprotect Table Inq ?

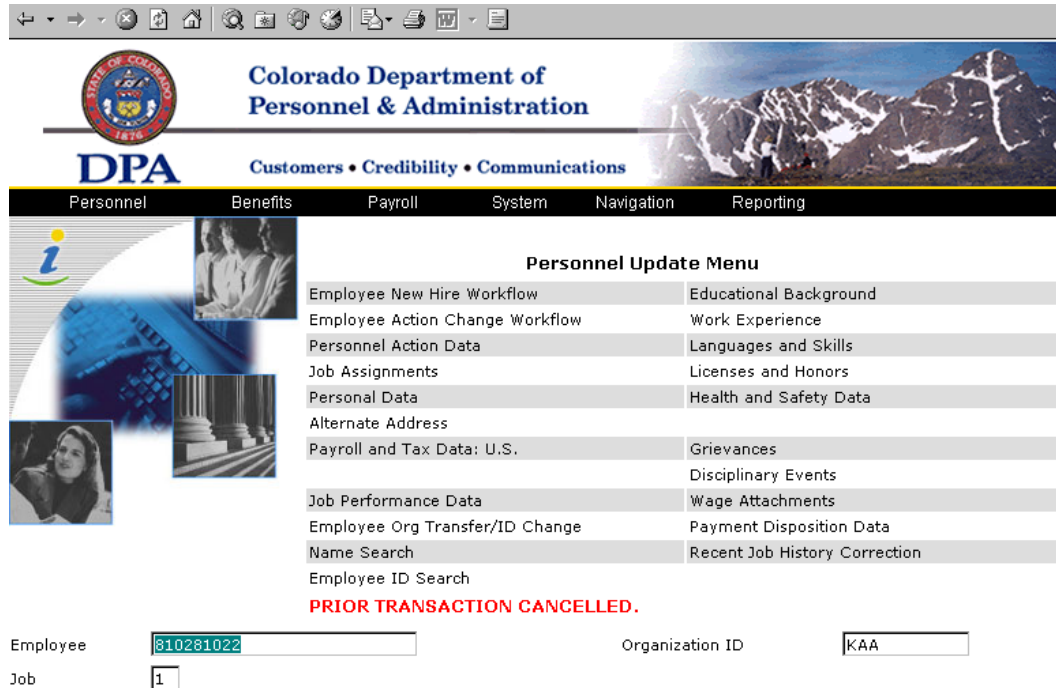
Once the transfer has been successfully processed, the new ORG will need to complete the transfer. From the Personnel Update Menu, select EMPLOYEE ACTION CHANGE

WORKFLOW. Complete the information on each of the screens. Pay particular attention to the dates. As a part of the transfer process, the system will automatically fill in many of the dates.

Transfer Agency Within One ORG

This Action is done when an employee stays in the same ORG, but moves to another agency within that ORG (i.e. employee moves from agency PBA to agency PJA within ORG PAA).

From the Personnel Update Menu, select Employee Action Change Workflow.



The screenshot shows the Colorado Department of Personnel & Administration (DPA) website. The header includes the state seal and the text "Colorado Department of Personnel & Administration" and "DPA Customers • Credibility • Communications". The navigation bar has links for Personnel, Benefits, Payroll, System, Navigation, and Reporting. The main content area is titled "Personnel Update Menu" and lists various workflows and data entry options. A red message "PRIOR TRANSACTION CANCELLED." is displayed. Below the menu, there are input fields for Employee ID (810281022), Organization ID (KAA), and Job (1).

Personnel Update Menu	
Employee New Hire Workflow	Educational Background
Employee Action Change Workflow	Work Experience
Personnel Action Data	Languages and Skills
Job Assignments	Licenses and Honors
Personal Data	Health and Safety Data
Alternate Address	Grievances
Payroll and Tax Data: U.S.	Disciplinary Events
Job Performance Data	Wage Attachments
Employee Org Transfer/ID Change	Payment Disposition Data
Name Search	Recent Job History Correction
Employee ID Search	

PRIOR TRANSACTION CANCELLED.

Employee Organization ID

Job

Enter the status date for the change. Choose Change Default Workflow.

The screenshot shows the Colorado Department of Personnel & Administration (DPA) website. The header includes the DPA logo, the text "Colorado Department of Personnel & Administration", and the tagline "Customers • Credibility • Communications". A navigation bar contains links for Personnel, Benefits, Payroll, System, Navigation, and Reporting. The main content area is titled "Personnel Workflow Request" and contains the following fields:

- Employee ID: 709121234
- Organization Name: PERSONNEL & ADMINISTRATION-
- Employee Name: PERSON,NOT AREAL

Below these fields is a section titled "Workflow Action" with three options:

- Employee Separation
- Employee Rehire
- Change - Default Workflow

A white arrow points to the "Change - Default Workflow" option. Below the workflow actions, there is a red instruction: "Enter Status date, and select Workflow Action. If a Status Date is not entered, then today's date will be used." Below this instruction, there is a "Status Date" field with the value "11012005" and a "Menu" button.

The first screen in the workflow is the Personnel Action Data. Enter the effective date for the transaction. Choose the correct action code for the transaction. Valid options for action codes are:

- 06- Promotion
- 08- Demotion
- 10- Transfer (Lateral)

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Personnel Benefits Payroll System Navigation Reporting

Personnel Action Data

ENTER YOUR CHANGES.

Employee ID: 709121234 Employee Name: PERSON,NOT AREAL
 Effective Date: 11/01/2005 Organization Name: PERSONNEL & ADMINISTRATION
 Actions: 10 - Transfer

Status Information

Name Suffix: Name Prefix:
 Employment Status: A - Active Status Date: 11/01/2005
 Adjusted Svc Date: 11/01/2005 Separation Reason:
 LOA Return Date: LOA Reason:
 Regular/Temporary: R - Regular Full/Part Time: F - Full-Time
 Employee Type: N - Nonexempt Agency Date 1:
 Annual Salary: 42000.00 Agency Date 2:
 Benefits Base Salary: Service Start Date: 11/01/2005
 Pay Status: S - Salaried (Exception time reporting) Rehire Eligibility: Space - Active employee
 FLSA Status: Y - Employee covered by FLSA Department: aqb
 MEMO:

Organizational Data

COFRS ORGN: Division ID: Corporation: Company ID:

Informational Data

Last Action Date: 11/01/2005 Minimum Record Flag: NO
 Last Action: 01 - New Hire
 Transaction: Employee: 709121234
 Organization ID: AAA

Enter Menu Restart Unprotect Table Inq ?

After completing this screen, press/select **ENTER**.

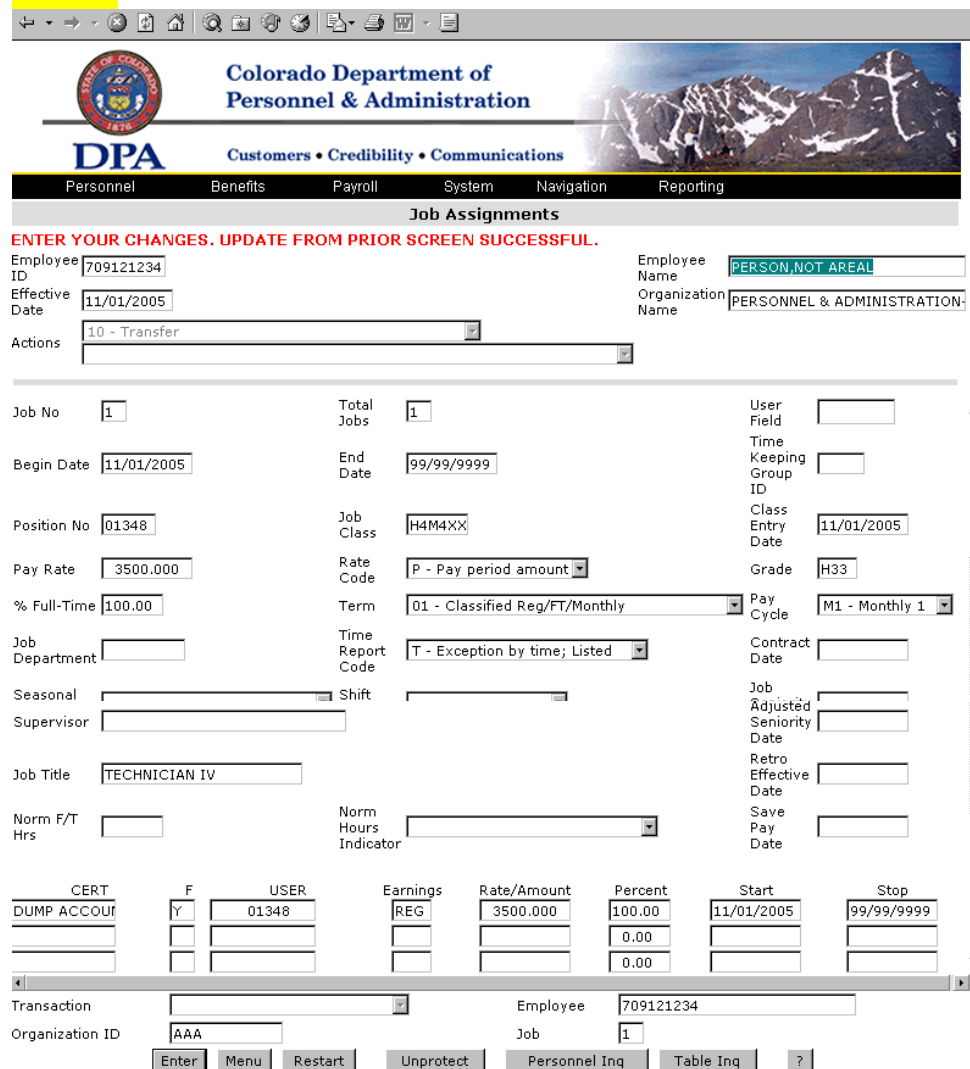
If there are no errors, the following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Press/select **ENTER** again to complete the transaction.

The next screen in the Workflow is the Job Assignments screen.

If the Transfer is effective on the first of the month or payroll has processed for the month: override the current job information with the new position information using the same job



Colorado Department of
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Personnel Benefits Payroll System Navigation Reporting

Job Assignments

ENTER YOUR CHANGES. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee ID: 709121234
Effective Date: 11/01/2005
Actions: 10 - Transfer

Employee Name: PERSON, NOT A REAL
Organization Name: PERSONNEL & ADMINISTRATION


Job No	Total Jobs	User Field	Begin Date	End Date	Time Keeping Group ID	Position No	Job Class	Class Entry Date	Pay Rate	Rate Code	Grade	% Full-Time	Term	Pay Cycle	Job Department	Time Report Code	Contract Date	Seasonal	Shift	Job Adjusted Seniority Date	Supervisor	Job Title	Retro Effective Date	Norm F/T Hrs	Norm Hours Indicator	Save Pay Date
1	1		11/01/2005	99/99/9999		01348	H4M4XX	11/01/2005	3500.000	P - Pay period amount	H33	100.00	01 - Classified Reg/FT/Monthly	M1 - Monthly 1		T - Exception by time; Listed						TECHNICIAN IV				

CERT	F	USER	Earnings	Rate/Amount	Percent	Start	Stop
DUMP ACCOUI	Y	01348	REG	3500.000	100.00	11/01/2005	99/99/9999
					0.00		
					0.00		

Transaction: [] Employee: 709121234
Organization ID: AAA Job: 1


Enter Menu Restart Unprotect Personnel Inq Table Inq ?

If the transfer is effective after the first of the month: Stop-date the active job(s) and create the new job with new information. After payroll runs, delete the previous jobs that you stop dated and rewrite the new job to job number 1.

After completing this screen, press/select  .

If there are no errors, the following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Press/select  again to complete the transaction.

The next screen in the Workflow is the Personal Data screen.

There will probably be little change to the Personal Data screen.

Colorado Department of Personnel & Administration
DPA Customers • Credibility • Communications

Personal Data Form

ENTER YOUR CHANGES. UPDATE FROM PRIOR SCREEN SUCCESSFUL.

Employee ID: 709121234 Employee Name: PERSON,NOT AREAL
Effective Date: 11/01/2005 Organization Name: PERSONNEL & ADMINISTRATION
Actions: 10 - Transfer
Name Suffix: Name Prefix:


Contact Data

Current Address: 12345 YOUR STREET
City: ENGLEWOOD State: CO
Zip: 80111 2nd Address:
Home Phone: 303/866-4642
Work Phone: 303/333-3333 Extension:
Mail Stop: AAA DPA Emergency Contact: EMERGENCY PERSON
Contact Relationship: RELATIVE Contact Phone: 303/333-3333
Alt Phone: 720/202-2020 Alternate Address Flag:
FMLA Entitlement: 1st FMLA Leave Date:

Personal Data

Gender: F - Female Date of Birth: 01/01/1990
SSN/SIN: 709-12-1234 Blood Type:
Actual Marital Status: Space - Unknown Veteran Time:
Ethnicity: U - Not indicated or Unknown Veteran Type: Space - Not indicated
Military Status: Space - Not indicated
Education Level: Space - Not Indicated Education Level Year:
Military Discharge Date: Citizenship/VISA: Space - U.S. Citizen
Country: US
VISA Exp Date: Alien Registration Number: 00000000
Language Preference: Space - English Clock/Badge Identification:
I-9 Status: Y - I-9 form on file I-9 Expire Date: 99/99/9999
Referral Source: Space - Not indicated

Transaction: Employee: 709121234
Organization ID: AAA
Enter Menu Restart Unprotect Personnel Inq Table Inq ?

After completing this screen, press/select .

If there are no errors, the following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”



Press/select again to complete the transaction.

The next screen in the Workflow is the Alternate Address screen.

The alternative address screen holds the fields for Kronos, as well as the email addresses.

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Personnel Benefits Payroll System Navigation Reporting

Alternate Address


ENTER TRANSACTION DATA. YOU MADE NO ENTRIES ON PRIOR SCREEN.

Employee ID: 709121234
Effective Date: 11/01/2005
Actions: 10 - Transfer
Employee Name: PERSON,NOT AREAL
Organization Name: PERSONNEL & ADMINISTRATION

Alternate Mailing Address	User Fields
Street	Field/Date
City	Field/Date
State or Province	Level-2
Zip/Postal Code	Level-3
Work Email	Level-4
	Level-5
	Payrule


Transaction: [] Employee: 709121234
Organization ID: AAA

Enter Menu Restart Unprotect Personnel Inq Table Inq ?

After completing this screen, press/select  .

If there are no errors, the following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Press/select  again to complete the transaction.

The next screen is the Job Performance Data.


If the employee is promoting or demoting, there may be a change in the employee probation status. If applicable, enter any new probation/employee status information before proceeding to the next screen.

The screenshot shows the 'Job Performance Data' screen of the Colorado Department of Personnel & Administration (DPA) system. The header includes the DPA logo and navigation tabs: Personnel, Benefits, Payroll, System, Navigation, and Reporting. The main title is 'Job Performance Data'. Below this, a red message states: 'ENTER YOUR CHANGES. YOU MADE NO ENTRIES ON PRIOR SCREEN.' The form contains several input fields and dropdown menus. On the left, fields include Employee ID (709121234), Effective Date (11/01/2005), and Actions (10 - Transfer). On the right, fields include Employee Name (PERSON, NOT A REAL), Organization Name (PERSONNEL & ADMINISTRATION), and a dropdown for Rating Type. The 'Performance Data' section includes fields for Rating Date, Next Review (03/01/2006), Non-Monetary Award, Rating Supervisor, Reviewer, and Employee Position Number. The 'Probation/Employee Status Data' section includes fields for Probation/Employee Status (01 - Certified), Status Class (H4M4XX), Prob/Status Date (11/01/2005), Probation End Date, and a Comment field. At the bottom, there are buttons for Enter, Menu, Restart, Unprotect, Personnel Inq, Table Inq, and a help icon.

After completing this screen, press/select  .

If there are no errors, the following message is displayed on the screen:

“REVIEW DATA. ENTER TO PROCEED. COMPLETE NEXT TRANSACTION REQUEST.”

Press/select  again to complete the transaction.

The final screen is the Benefits enrollment screen. You can disregard this screen for the purposes of transfers within an organization.

Transfer position within one agency in one ORG

This Action is done when an employee stays in the same ORG, but moves to another position within that ORG (i.e. employee moves from position number 5 in agency PBA to position number 10 to agency PBA within ORG PAA). The most important thing to remember is to select the appropriate action code. For example, an employee goes from position 12345 as a Administrative Assistant II to position 67890 as a Technician II—this action is a promotion.